



January 23, 2023

Dr. Edgardo E. Tulin
President, VSU
VSU, Visca, Baybay City, Leyte

Thru: Dr. Daniel Leslie S. Tan
VP for Administration and Finance

Sir:

I would like to request for Petty Cash fund in the amount of Five thousand pesos (P5,000.00) for emergency purchases of office and laboratory supplies, charged to Advanced Research and Innovation Center.

Thank you.

Very respectfully yours,


SARAH JEAN C. SUGANO
Instructor I

Noted:


MA. THERESA P. LORETO
Director, Advanced Research
and Innovation Center

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension
and Innovation

DANIEL LESLIE S. TAN
VP for Administration
and Finance

Approved:

EDGARDO E. TULIN
VSU President