



January 31, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Baybay City, Leyte

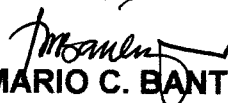
THRU : **DR. DANIEL LESLIE S. TAN**
VP for Admin and Finance

Dear Dr. Tulin:

The undersigned would like to request for 2021 PETTY CASH FUND amounting to FIVE THOUSAND PESOS only (P5,000.00), to be used for various emergency purchases of supplies and other materials needed for Physical Plant Office (PPO).

Hoping for your affirmation on our request.

Very truly yours,


MARIO C. BANTUGAN
Admin. Aide III, PPO

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Adm. & Finance

Approved:

EDGARDO E. TULIN
University President