



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

**DISBURSEMENT VOUCHER**

FUND CLUSTER:

☐ MDS CHECK

**MODE OF PAYMENT**

☐ COMMERCIAL CHECK

☐ ADA

☐ OTHERS

DATE: 9/29/2022

DVD NO.:

PAYEE/OFFICE

**LILIBETH VICTORIA V. PAGALAN**

TIN/Employee No.

OS/BUS No:

ADDRESS:

VSU, Visca, Baybay City, Leyte

PARTICULARS	RESPONSIBILITY CENTER	MFO/PAP	AMOUNT
REPLENISHMENT OF PETTY CASH FUND for the purchase of supplies and materials as per papers attached amounting to..	TP.UF.009		P 4,682.00

AMOUNT DUE

P 4,682.00

**A**

**CERTIFIED:** Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

**DHENBER C. LUSANTA**  
OIC, Eco-FARMI

**B**

**ACCOUNTING ENTRY:**

ACCOUNT TITLE	UACS CODE	DEBIT

**C**

**CERTIFIED:**

- ☐ Cash available  
☐ Subject to Authority to Debit Account (when applicable)  
☐ Supporting documents complete and amount claimed

SIGNATURE

PRINTED NAME

POSITION

**NICK FREDDY R. BELLO**

**OIC HEAD, ACCOUNTING OFFICE**

(Head, Accounting Unit/Authorized Representative)

DATE

**D**

**APPROVED FOR PAYMENT:**

SIGNATURE

PRINTED NAME

POSITION

**EDGARDO E. TULIN**

**President**

(Agency Head/Authorized Representative)

DATE

**E**

**RECEIPT OF PAYMENT:**

CHECK / ADA NO.:	DATE:	BANK NAME & ACCOUNT NUMBER:
SIGNATURE:	DATE:	PRINTED NAME:
<b>LILIBETH VICTORIA V. PAGALAN</b>		

OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS:

# PURCHASE REQUEST

Visayas State University

AGENCY

DEPT./OFFICE		Eco-FARMI		PR NO.	DATE
SECTION				SAI NO.	11/29/2022
STOCK NO.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	sack	Tahop, D2	1	500.00	500.00
2	sack	Tahop, D2	1	500.00	500.00
3	pcs	Spearl paper	10	38.00	380.00
4	pcs	Ballpen, 0.4	2	88.00	176.00
5	pcs	Double Sided tape	2	30.00	60.00
6	ream	Book paper, A4	1	248.00	248.00
7	cls	Fish (used for FAA concoction)	2	150.00	300.00
8	pcs	Stapler max	2	258.00	516.00
9	box	Ballpen	1	138.00	138.00
10	pcs	Scissors	2	88.00	176.00
11	pcs	Expanding envelope	6	18.00	108.00
12	pack	Vellum Board	1	55.00	55.00
13	cls	Onion (almost rotted - used for MHN concoction)	1	100.00	100.00
14	cls	Ginger, used for MHN concoction		100.00	100.00
15	pcs	Garlic, used for MHN concoction	10	8.00	80.00
16	kl	Muscovado, used for MHN concoction	1	53.00	53.00
17	pc	Tarpaulin		200.00	200.00
18	ream	Book paper, A4	4	248.00	992.00
		XX			
		Charged to: TP.UF.009			
		CERTIFIED as to the availability of appropriation in the amount of P _____ within 45 days period.			
		TOTAL			4,682.00
PURPOSE:		For Project Use.			
SIGNATURE		REQUESTED BY	APPROVED BY		
PRINTED NAME		LILIBETH VICTORIA V. PAGALAN	EDGARDO E. TULIN		
DESIGNATION		Staff, Eco-FAARMI	President		