

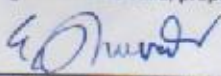
BUDGET UTILIZATION REQUEST AND STATUS
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

No.: _____
 Date: April 24, 2023
 Fund: STF

Payee: JANE M. ABAPO
 Office: DoPAC
 Address: VSU, Visca, Baybay City, Leyte

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	
FDP fund	Replenishment of petty cash disbursement in the amount of			4,456.20
Total				4,456.20

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

Signature: 
 Printed Name: ELIZABETH S. QUEVEDO
 Position: Head, DoPAC
 Date: _____

B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature: _____
 Printed Name: ALICIA M. FLORES
 Position: Head, Budget Unit/Authorized Representative
 Date: _____

C **STATUS OF OBLIGATION**

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		0	4,456.20		4,456.20	
Totals			4,456.20		4,456.20	



Visayas State University
Visca, Baybay City Leyte

PURCHASE REQUEST

DEPT./OFFICE **DoPAC** PR NO. DATE **04/24/23**

SECTION/End-User **VSU** Category:

Item No.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	L	Zonrox bleach	1	38.35	38.35
2	65 g	Surf powder	1	36.30	36.30
3	bag	Garbage bag	2	60.00	120.00
4	pcs	Pots	3	35.00	105.00
5		Laundry service for office curtain	1	200.00	200.00
6	bottle	Safeguard handsoap	2	145.00	290.00
7	kilo	Lard	1	27.50	27.50
8	pcs	Condom	4	27.00	108.00
9	pc	Fresh pineapple	1	40.00	40.00
10	g	Birch tree milk	300	141.50	141.55
11	L	Soya oil	1	183.20	183.20
12	ml	Coconut oil	300	60.25	60.25
13	ml	Olive oil	250	186.20	186.20
14	g	Butter	100	3.80	38.00
15	bottle	Liquid handsoap	1	119.00	119.00
16	pc	Masking tape 1/2 "	1	42.00	42.00
17	pck	Rubber band	1	42.50	42.50
18	pc	Masking tape 1"	1	72.00	72.00
19	pck	Push pin	1	80.00	80.00
20	pc	Double sided tape 1/2 "	1	25.00	25.00
21	pc	Double sided tape 1"	1	47.50	47.50
22	gallon	Distilled water	2	105.00	210.00
23	pcs	Folder long	30	10.00	300.00
24	dozen	Folder long	2	78.00	156.00
25	pads	Battery AA	1	210.95	210.95
26	box	Facemask	1	175.00	175.00
27	box	Gloves	1	788.00	788.00
28	gallon	Distilled water	2	105.00	210.00
29	bottle	Dishwashing liquid	1	149.25	149.25
30	kilo	Chlorine	1/2	100.00	100.00
31	pck	detergent soap	1	87.00	87.00
32	L	Juice	1	14.00	14.00
33	pck	Juice Tang	1	18.90	18.90
34	can	Sprite	1	34.75	34.75

TOTAL..... P **4,456.20**

PURPOSE **DoPAC Laboratory miscellaneous supply.**

CHECKED BY: DOREEN ALBA Technical Working Group	CHARGED TO: FUNDS AVAILABLE: ALICE M. FLORES Head, Budget/Accounting Office
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SIGNATURE	REQUESTED BY: <i>Jane M. Abapo</i>	NOTED BY: <i>Elizabeth S. Quevedo</i>	APPROVED BY:
PRINTED NAME	JANE M. ABAPO	ELIZABETH S. QUEVEDO	EDGARDO E. TULIN
DESIGNATION	End-User	Unit Head/Project Leader	President



VISAYAS STATE UNIVERSITY

Entity Name

DISBURSEMENT VOUCHER

Fund Cluster :

STF

Date : April 24, 2023

DV No. :

Mode of Payment

MDS Check
 Commercial Check
 ADA
 Others (Please specify)

Payee

JANE M. ABAPO

TIN/Employee No.:

ORS/BURS No.:

Address

VSU, Baybay City, Leyte

Particulars	Responsibility Center	MFO/PAP	Amount
Replenishment of petty cash disbursement in the amount of ..			4,456.20
Amount Due			4,456.20

A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

Elizabeth S. Quevedo

ELIZABETH S. QUEVEDO

Head, DoPAC

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit

C. Certified:

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

D. Approved for Payment

Signature

Nick Freddy R. Bello

Signature

Edgardo E. Tulin

Printed Name

NICK FREDDY R. BELLO

Printed Name

EDGARDO E. TULIN

Position

Head, Accounting Unit

Position

President

Date

Date

E. Receipt of Payment

Check/ADA No. :	Date :	Bank Name & Account Number:	JEV No.
Signature :	Date :	JANE M. ABAPO	Date

Official Receipt No. & Date/Other Documents

**INSPECTION & ACCEPTANCE REPORT
VISAYAS STATE UNIVERSITY**

Agency _____

Supplier:				AR No. _____	
PO No. _____				Date: April 24, 2023	
Requisitioning Dep	DoPAC				
Stock No.	Unit	Particulars	Qty	Unit Cost	Total
1	L	Zonrox bleach	1	38.35	38.35
2	65 g	Surf powder	1	36.30	36.30
3	bag	Garbage bag	2	60.00	120.00
4	pcs	Pots	3	35.00	105.00
5	-	Laundry service for office curtain	1	200.00	200.00
6	bottle	Safeguard handsoap	2	145.00	290.00
7	kilo	Lard	1	27.50	27.50
8	pcs	Condom	4	27.00	108.00
9	pc	Fresh pineapple	1	40.00	40.00
10	g	Birch tree milk	300	141.50	141.55
11	L	Soya oil	1	183.20	183.20
12	ml	Coconut oil	300	60.25	60.25
13	ml	Olive oil	250	186.20	186.20
14	g	Butter	100	3.80	38.00
15	bottle	Liquid handsoap	1	119.00	119.00
16	pc	Masking tape 1/2 "	1	42.00	42.00
17	pck	Rubber band	1	42.50	42.50
18	pc	Masking tape 1"	1	72.00	72.00
19	pck	Push pin	1	80.00	80.00
20	pc	Doubel sided tape 1/2 "	1	25.00	25.00
21	pc	Doubel sided tape 1"	1	47.50	47.50
22	gallon	Distilled water	2	105.00	210.00
23	pcs	Folder long	30	10.00	300.00
24	dozen	Folder long	2	78.00	156.00
25	pads	Battery AA	1	210.95	210.95
26	box	Facemask	1	175.00	175.00
27	box	Gloves	1	788.00	788.00
28	gallon	Distilled water	2	105.00	210.00
29	bottle	Dishwashng liquid	1	149.25	149.25
30	kilo	Chlorine	0.5	100.00	100.00
31	pck	detergent soap	1	87.00	87.00
32	L	Juice	1	14.00	14.00
33	pck	Juice Tang	1	18.90	18.90
34	can	Sprite	1	34.75	34.75
				TOTAL	4,456.20

Inspected, verified and found OK as to quality and specifications

Date Received:

Complete
 Partial

MA. FE A. BASLAN
Inspection Officer/Inspection Committee

JANE M. ABAPO
JANE M. ABAPO
Lab Aide

REPORT ON PAID PETTY CASH VOUCHERS

Period Covered February 23- March 31 2023

Entity Name: DoPAC, VSU

Report No: _____

Fund Cluster: 1

Sheet No.: _____

Date	Petty Cash Voucher #		Particulars	Amount
02/23/23	2023-02-0034	1 L	Zonrox bleach	38.35
		65g	Surf powder	36.30
02/24/23	2023-02-0035	2bag	Garbage bag	120.00
		3 pcs	Pots	105.00
02/24/23	2023-02-0036		Laundry services-curtain	200.00
02/24/23	2023-02-0037	2 bottle	Safeguard handsoap	290.00
02/24/23	2023-03-0038	1/4 kilo	Lard	27.50
03/03/23	2023-03-0039	4 unit	Condom	108.00
03/07/23	2023-03-0040a	1 pc	Fresh pineapple	40.00
03/20/23	2023-03-0045b	300g	Birch tree	141.55
03/24/23	2023-03-0041	1L	Soya oil	183.20
		300ml	Coconut oil	60.25
		250ml	Olive oil	186.20
		100g	Butter	38.00
03/24/23	2023-03-0042	1bottle	Liquid handsoap	119.00
03/24/23	2023-03-0043	1pc	Masking tape 1/2 "	42.00
		1pck	Rubber band	42.50
		1pc	Masking tape 1 "	72.00
		1 pck	Push pin	80.00
		1 pc	Double sided tape 1/2 "	25.00
		1 pc	Double sided tape 1"	47.50
03/20/23	2023-03-0044	2 gallon	Distilled water	210.00
03/24/23	2023-03-0045	30 pcs	Folder long	300.00
		2 dozen	Folder long	156.00
		2 pads	Battery AA	210.95
03/27/23	2023-03-0046	1box	Facemask	175.00
		1 box	Gloves	788.00
03/28/23	2023-13-0047	2 gallon	Distilled water	210.00
03/29/23	2023-03-0048	1bottle	Dishwashng liquid	149.25
03/27/23	2023-03-0049	1/2 kilo	Chlorine	100.00
03/31/23	2023-04-0050	6pck	detergent soap	87.00
03/31/23	2023-04-0051	1 L	Juice	14.00
		1 pck	Juice Tang	18.90
		1 can	Sprite	34.75
				4,456.20

CERTIFICATION

I hereby certify to the correctness of the above information.

Jane M. Abapo
JANE M. ABAPO

Petty Cash Custodian

Date