



April 22, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City

Dear Dr. Tulin:

This is to respectfully request for a cash advance in the amount of Five Thousand Pesos Only (Php 5,000.00) charged to EFARMI.TP.UF.009. The amount will be used as petty cash to purchase office supplies/materials.

Thank you for your positive response to this request.

Very truly yours,


LILIBETH VICTORIA V. PAGALAN
Staff, Eco-FARMI

Recommending Approval:


DHENBER C. LUSANTA
OIC, Eco-FARMI

Approved:

DR. EDGARDO E. TULIN
President