



May 27, 2022

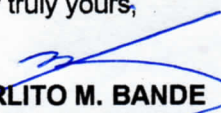
DR. EDGARDO E. TULIN
University President
Visayas State University
VSU, Baybay City, Leyte

Dear **Dr. Tulin**;

I would like to request a petty cash in the amount of FIVE THOUSAND PESOS ONLY (5,000.00) to purchase Yale combo lock lever plus single deadbolt for Biodiversity Center office. I would like to request further that this petty cash be charged to Biodiversity Center PY STF 164.

Thank you very much for your support.

Very truly yours,


MARLITO M. BANDE
OIC Director, Biodiversity Center

Approved by:

EDGARDO E. TULIN
University President