

BUDGET UTILIZATION REQUEST AND STATUS

VISAYAS STATE UNIVERSITY

Entity Name

Serial No. : _____

Date : 8/12/2024 _____

Fund Cluster : _____

Payee

WARREN L. OBEDA

Office

Eco-FARMI

Address

VSU, VISCA, Baybay City, Leyte

Responsibility
Center

Particulars

MFO/PAP


UACS Object
Code/
Expenditures

Amount

TP.UF.009

To Petty Cash Advance for the purchase of materials to be used in the project as per the papers attached, amounting to.....

5,000.00

Total**5,000.00****A.****Certified:** Charges to appropriation/budget necessary, lawful and under my direct supervision; and supporting documents valid, proper and legalSignature : Printed Name: **JEROME O. ARRIBADO**Position : Director, Eco-FARMI
Head, Requesting Office/Authorized Representative

Date : _____

B.**Certified:** Budget available and utilized for the purpose/adjustment necessary as indicated above

Signature : _____

Printed Name: **ALICIA M. FLORES**Position : Administrative Officer III
Head, Budget Division/Unit/Authorized Representative

Date : _____

C.**STATUS OF UTILIZATION****Reference****Amount****Balance**

Date

Particulars

BURS/JEV/RCI/
RADAI/RTRAI No.

Utilization

Payable

Payment

Not Yet Due

Due and
Demandable

(a)

(b)

(c)

(a-b)

(b-c)