

January 6, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay, Leyte

Dear Sir:

Greetings!

I would like to request permission to cash advance for Petty Cash Fund in the amount of FIVE THOUSAND PESOS ONLY (**Php5, 000.00**) for the purpose of immediate purchases of supplies and materials needed by the department.

Thank you for your kind consideration on this request.

Very truly yours,


ANATOLIO N. POLINAR

Head, DFS

Approved:

EDGARDO E. TULIN

President