



## DEPARTMENT OF FOREST SCIENCE

College of Forestry and Environmental Science Visca, Baybay City, Leyte, PHILIPPINES Phone: 563-7552 local 1026 Email: forestscience@vsu.edu.ph Website: www.vsu.edu.ph

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,

ANAPOLIO N. POLINAR Head, DFS

Approved:

EDGARDO E. TULIN President

