

OBLIGATION REQUEST AND STATUS**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

No.: 02-101101-2022

Date: Nov. 2, 2022

Fund: Gen. Fund

Payee: VSU Pavilion

Office:

Address: VSU

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
BIDANI	Catering Services	Gen. Fund		24,120.00
Total				24,120.00

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

Signature

Printed Name

Position

Date

LILIAN B. NUÑEZ

Director, ISRDS

B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature

Printed Name

Position

Date

ALICIA M. FLORES

Admin. Officer

Head, Budget Unit/Authorized Representative

C STATUS OF OBLIGATION

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	02-101101-2022	24,120.00		24,120.00	
	Totals		24,120.00		24,120.00	

Scan Here



BILL-2022-1013-70041

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

VSU - BIDANI

Department/Center/Office/Unit

October 10, 2022

Date


JUSTIFICATION

This is to certify for the emergency and negotiated purchase of food catering service at VSU Pavilion, an Income Generating Project (IGP) of VSU, Visca, Baybay City, Leyte.

The item/s reflected in the Purchase Request is/are official in nature, absolutely and immediately needed by our department/ center/ office considering that the activity was unprogrammed (☐ emergency meeting, ☐ arrival of guests, ☐ research project-related activity, ☐ other purpose). The price/s quoted is/are believed to be the lowest and reasonable in the locality.

In addition, VSU Pavilion does not require an advance payment and accepts reservation regardless of the number of persons while other food catering provider set a minimum of 50 persons per meal or snack. It readily delivers or renders service before payment and extends credit despite the lag time in the processing of payments.

Also, the availment of the said food catering service is one way of patronizing the IGP and in return beneficial/advantageous to the university as a whole.


SALOMA B. GISULGA
End-User/Requesting Party

Recommending Approval :

DILBERTO O. FERRAREN, PhD.
VP for Planning, Resource Generation
& Auxiliary Services

Approval :

EDGARDO E. TULIN, PhD.
President

VSU PAVILION
STATEMENT OF ACCOUNT

Date : Oct.10, 2022

Bill No. 2022-10-353

BM#08-10-24-12284-22

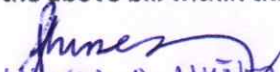
Name of Center/Office: ISRDS

Reserved by : Saloma B. Gisulga

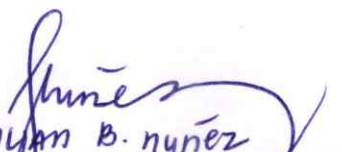
Charged to: VSU - BIDANI

Particulars			Amount
Oct. 06, 2022	AM Snacks :	35 pax @ 48	1,680.00
	Lunch :	40 pax @ 145	5,800.00
	PM Snacks :	35 pax @ 48	1,680.00
	Dinner :	20 pax @ 145	2,900.00
Oct. 07, 2022	AM Snacks :	35 pax @ 48	1,680.00
	Lunch :	40 pax @ 145	5,800.00
	PM Snacks :	35 pax @ 48	1,680.00
	Dinner :	20 pax @ 145	2,900.00
Total			24,120.00

Please settle the above bill within thirty(30)days after receipt.



LILIAN B. NÚÑEZ
SALOMA B. GISULGA
In-charge of Funds

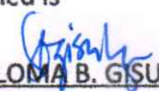
Received by:


LILIAN B. NÚÑEZ
Signature over printed name

In case of non payment of the office/department concerned, the undersigned is responsible for its settlement.


Prepared by:



ARRAH MAE C. GODOY
Clerk


SALOMA B. GISULGA
Signature over printed name
(Reserved by)

Contact no. _____

Noted by:


JOSEFINA M. LARROSA
Project Manager


NICK FREDDY R. BELLO
ACCOUNTING DEPT. 20/24/22

VSU PAVILION
STATEMENT OF ACCOUNT

Date : Oct.10, 2022

Bill No. 2022-10-353

B111H 08-10-24-12280-22

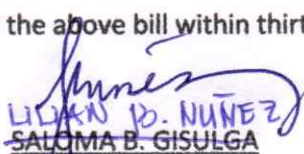
Name of Center/Office: ISRDS

Reserved by : Saloma B. Gisulga

Charged to: VSU - BIDANI

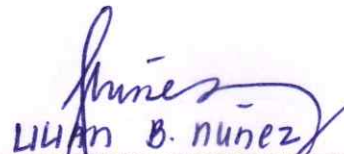
Particulars			Amount
Oct. 06, 2022	AM Snacks :	35 pax @ 48	1,680.00
	Lunch :	40 pax @ 145	5,800.00
	PM Snacks :	35 pax @ 48	1,680.00
	Dinner :	20 pax @ 145	2,900.00
Oct. 07, 2022	AM Snacks :	35 pax @ 48	1,680.00
	Lunch :	40 pax @ 145	5,800.00
	PM Snacks :	35 pax @ 48	1,680.00
	Dinner :	20 pax @ 145	2,900.00
Total			24,120.00

Please settle the above bill within thirty(30)days after receipt.


LIDIAN B. NUNEZ

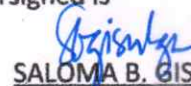
In-charge of Funds

Received by:


LIDIAN B. NUNEZ

Signature over printed name

In case of non payment of the office/department concerned, the undersigned is responsible for its settlement.


SALOMA B. GISULGA

Signature over printed name

(Reserved by)


Prepared by:


ARRAH MAE C. GODOY

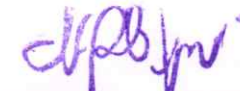
Clerk

Contact no. _____

Noted by:


JOSEFINA M. LARROSA

Project Manager


NICK FREDDY R. BELLO

ACCOUNTING DEPT.

10/21/22