



February 8, 2023

Dr. EDGARDO E. TULIN  
President  
Visayas State University  
Visca, Baybay City, Leyte


Thru: Dr. Daniel Leslie S. Tan  
VP for Administration & Finance

Dear Dr. Tulin,

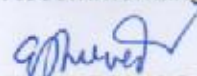
This is to request for PETTY CASH ADVANCE in the amount of Five Thousand Pesos only (Php 5,000.00) charge to DoPAC – Lab Share(STF) to purchase for urgently needed supplies for laboratory classes; disinfecting and cleaning all laboratory/lecture rooms.

Thank you.

Respectfully yours,

  
**JANE M. ABAPO**  
Laboratory Technician II

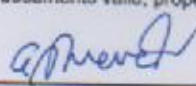
Recommending Approval:

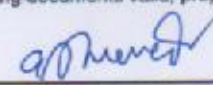
  
**ELIZABETH S. QUEVEDO**  
Head, DoPAC

**DANIEL LESLIE S. TAN**  
VP for Admin & Finance

Approved:

**DR. EDGARDO E. TULIN**  
President

<b>BUDGET UTILIZATION REQUEST AND STATUS</b>				No.: _____		
<b>VISAYAS STATE UNIVERSITY</b>				Date: <u>February 8, 2022</u>		
Visca, Baybay City, Leyte				Fund: <u>General Fund</u>		
Payee:	JANE M. ABAPO					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure			
Gen. Fund	Cash Advance for Laboratory expenses			5,000.00		
				5,000.00		
<b>A</b> Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal  Signature:  Printed Name: <u>ELIZABETH S. QUEVEDO</u> Position: <u>Head, DoPAC</u> Date: _____			<b>B</b> Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above  Signature: _____ Printed Name: <u>ALICIA M. FLORES</u> Position: <u>Head, Budget Unit/Authorized Representative</u> Date: _____			
<b>C STATUS OF OBLIGATION</b>						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		0	5,000.00		5,000.00	
Totals			5,000.00		5,000.00	

<b>BUDGET UTILIZATION REQUEST AND STATUS</b>				No.: _____		
<b>VISAYAS STATE UNIVERSITY</b>				Date: <u>February 8, 2022</u>		
Visca, Baybay City, Leyte				Fund: <u>General Fund</u>		
Payee:	JANE M. ABAPO					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure			
Gen. Fund	Cash Advance for Laboratory expenses			5,000.00		
				5,000.00		
<b>A</b> Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal  Signature:  Printed Name: <u>ELIZABETH S. QUEVEDO</u> Position: <u>Head, DoPAC</u> Date: _____			<b>B</b> Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above  Signature: _____ Printed Name: <u>ALICIA M. FLORES</u> Position: <u>Head, Budget Unit/Authorized Representative</u> Date: _____			
<b>C STATUS OF OBLIGATION</b>						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		0	5,000.00		5,000.00	
Totals			5,000.00		5,000.00	






**Visayas State University**  
Visca, Baybay City Leyte

## PURCHASE REQUEST

DEPT./OFFICE		<b>DoPAC</b>		PR NO.	DATE	02/08/23
SECTION/End-User		<b>JANE M. ABAPO</b>		Category: <b>Laboratory Supplies</b>		
Item No.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	
1		Distilled Water	18	105.00	1,890.00	
2		Dishwashing Liquid soap	4	265.00	1,060.00	
3		Detergent powder soap	3	150.00	450.00	
4		Glove m nitrite	2	800.00	1,600.00	
		X-X-X-X-X-X-X				
TOTAL.....				P	5,000.00	
PURPOSE		For office and laboratory use.				
CHECKED BY:		CHARGED TO: DoPAC GF (101) Funds				
DOREEN ALBA		FUNDS AVAILABLE: ALICE M. FLORES				
Technical Working Group		Head, Budget/Accounting Office				
SIGNATURE	REQUESTED BY:	NOTED BY:	APPROVED BY:			
PRINTED NAME	<b>JANE M. ABAPO</b>	<b>ELIZABETH S. QUEVEDO</b>	<b>EDGARDO E. TULIN</b>			
DESIGNATION	End User	Unit Head/Project Leader	President			

	<b>VISAYAS STATE UNIVERSITY</b> Entity Name		Fund Cluster :	
	<b>DISBURSEMENT VOUCHER</b>		Gen. Fund	
Date : Feb. 8, 2023				
		DV No. :		

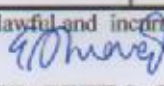
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)			
Payee	JANE M. ABAPO	TIN/Employee No.:	ORS/BURS No.:	
Address	VSU, Baybay City, Leyte			

Particulars	Responsibility Center	MFO/PAP	Amount
To cash advance for laboratory supplies with all the required supporting papers hereto attached in the amount of...			5,000.00
Amount Due			5,000.00

A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

  
**ELIZABETH S. QUEVEDO**  
Head, DoPAC  
 Printed Name, Designation and Signature of Supervisor

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit

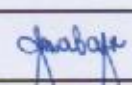
  

C. Certified: <input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper	D. Approved for Payment

Signature	Signature
Printed Name	Printed Name
NICK FREDDY R. BELLO	EDGARDO E. TULIN
Position	Position
Head, Accounting Unit	President
Date	Date

E. Receipt of Payment			JEV No.
Check/ADA No.:	Date:	Bank Name & Account Number:	
Signature:	Date:	Printed Name:	
 JANE M. ABAPO			
Official Receipt No. & Date/Other Documents			