



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: Feb. 7, 2022

Name : Peter Ben Laurice H. Urdaneta
Designation : Admin. Aide III
Destination : Ormoc City
Date of Travel : February 10, 2022

Signature

Purpose : To deliver checks to diff. Ormoc Suppliers

Estimated Expenses _____

Source of Funds _____

Transportation:

- () College Vehicle
() Public Conveyance

QUEEN-EVER Y. ATUPAN

Sup. Admin Officer

RECOMMENDING APPROVAL:

Atty. Rysan C. Guinocor

OIC Director, ODAS

In-charge of funds (If other than the
Dept/Office Head)

Dir. Of Instruction/Res. & Ext.

APPROVED:

Edgardo E. Tulin
President

c o Records Division
Accounting Office
Requisitioner