OF	I IGATION REQU	JEST AND STATUS		No.:	00 404404 000	24.40
	VISAYAS STAT		,	Control of the Contro	02-101101-202	The state of the s
	Visca, Baybay C			Date: Fund:	December 10,	the Dean of Student
Payee:	Prof. Manolo B. Loret	o. Jr.		i uiiu.	GAA-Office of t	ne Dean of Student
Office:	Office of the Dean of Stude			1		
Address:	VSU, Visca Baybay City, Lo	eyte				
Responsibility Center	Particulars			MFO/PAP	UACS Code / Expenditure	Amount
ops		Petty Cash Advance of sorted office supplies and			ty Cash Adv. s: Actual Exp.	5,000.00 2,125.35
0-45-4-0	L		Total	<u> </u>		2,874.65
Certified: Char	ges to appropration/allotment		Certifie		able and obligated f	
	necessary, lawful and under m and supporting documents val	AND THE PROPERTY OF THE PROPER		purpose/ad indicated at	justment necessary a	BS
	C N	, proper and legal		il idicated at	bove	*
Signature	Mulble	d	Signature			
Printed Name	MANOLO B. L	ORETO, JR.	Printed Name	ALI	CIA M. FLORES	S
Position	Dean of Stud	ents	Position	OIC	Head, Budget Office	
Date				Head, Budget U	nit/Authorized Repres	sentative
	STATUS OF OBLIGAT	ION	Date			
Reference	OTATOS OF OBLIGAT	ION	Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
Dec. 12, 2021	Obligation	02-101101-2021-12]			
		Totals	-		-	



Visayas State University Visca, Baybay City Leyte

PURCHASE REQUEST

DEPT./OFFICE	Office of the Dean of Stu		PR NO.		DATE: August 2021
SECTION/End-Us	Prof. Manolo B. Loreto, J	lr.	Category:		DATE: August 2021
Itrem UNI	T ITEM DE	SCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	Cleaning Supplies (Dishwa	ashing & Powder Soap)			81.40
2	Office Supplies (Marker Pe	en et. Al)			277.50
Ga			1		530.00
Pcs			2		100.00
bott	(- Cities Tubi	e)	1		60.00
	Tape Reflectrolize Tape		1		285.00
	Office Supplies (Sign Pen e	et. AI)			791.45
	Charged to: Office of	the Dean of Students			
					,
	Assorted Office Supplies No	TOTAL			2,125.35
HECKED BY:	N S. BURLAS & DORREN ALBA	CHARGED TO: FUNDS AVAILABLE:		AA: Office of the	Dean of Students
	Technical Working Group			Budget Office	
	REQUESTED BY;	NOTED BY:		PPROVED BY:	
GNATURE	New but	Mult but			Miniblat
INTED NAME	MANOLO B. LORETO, JR.	MANOLO B. LORETO	, JR.		DO E. TULIN
SIGNATION	End-User	Unit Head/Project Leader			resident

INSPECTION AND ACCEPTANCE REPORT VISAYAS STATE UNIVERSITY

Agency

Supplier			AR No),		
PO No.		Date: various	Invoice N	0		
Requisiti	oning C	Office/Department: Office of the	e Dean of Students			
Item No.	Unit		Description	4		Quantity
1 2 3 4 5 6 7				Total P	81.40 277.50 530.00 100.00 60 285 791.45 2,125.35	
						8
		INSPECTION		ACCEPTANCE	8 8	
Date		ted: ted, verified and found OK uantity and specifications	. Date Received: Complete Partial			
	110	feel		Mulblu		
MAR		<u>ÜRLAS /MARIA FE A. BASLAN</u> Inspection Officer	MA	NOLO B. LORET Property Officer		

	Office of the Dean of Stud	ents		Fund Cluster :	
	Entity Name			GAA: ODS	
	DISBURSEMENT VOU	CHER		Dec. 9, 2021 DV No. :	
Mode of Payment	MDS Check Commercial Check	ADA	Others (Plea	ase specify)	
Payee	Prof. Manolo B. Loreto, Jr.	TIN/Employe	TIN/Employee No.:		
Address	VSU, Visca Baybay City, Leyte				
	Particulars	Responsibility Center	MFO/PAP	Amount	
expense other Of	sidation 2021 Petty Cash Advance of s incurred of assorted office supplies and fice used, as per supporting papers hereto in the total amount of:		Petty Cash Add Less: Actual Ex	,	
	Amount Due Expenses/Cash Advance necessary, lawful and incurred to			P 2,874.65	
	MANOLO B. LOI Dean of Stud				
Accounting	Dean of Stud			*	
3. Accounting	Dean of Stud		2 Debit	Cradit	
3. Accounting	Dean of Stud	ents	e Debit	Credit	
C. Certified:	Dean of Stud ng Entry: Account Title	ents	Deon	Credit	
C. Certified: Casi Subj	Dean of Stud	UACS Code	Deon	Credit	
C. Certified: Casi Subj	Dean of Studing Entry: Account Title a available ect to Authority to Debit Account (when applicable) corting documents complete and amount claimed	UACS Code	Deon	Credit	
Certified: Cast Subj	Dean of Studing Entry: Account Title a available eet to Authority to Debit Account (when applicable) sorting documents complete and amount claimed oper	UACS Code D. Approved	for Payment		
C. Certified: Casl Subj Supj pro Signature Printed	Dean of Studing Entry: Account Title Account Title a available eet to Authority to Debit Account (when applicable) corting documents complete and amount claimed oper NICK FREDDY R. BELLO OIC Head, Accounting Division	UACS Code D. Approved Signature	for Payment EDGAF Univer	RDO E. TULIN sity President	
C. Certified: Cast Subj Suppr Suppr Printed Name	Dean of Studing Entry: Account Title a available ect to Authority to Debit Account (when applicable) corting documents complete and amount claimed oper	D. Approved Signature Printed Name	for Payment EDGAF Univer	RDO E. TULIN	
C. Certified: Cast Subj Suppror Signature Printed Name Position Date Receipt of	Dean of Studing Entry: Account Title Account Title a available ect to Authority to Debit Account (when applicable) forting documents complete and amount claimed oper NICK FREDDY R. BELLO OIC Head, Accounting Division Head, Accounting Unit/Authorized Representative	D. Approved Signature Printed Name Position	for Payment EDGAF Univer	RDO E. TULIN rsity President athorized Representative	
C. Certified: Cast Subj Suppror Signature Printed Name Position Date	Dean of Studing Entry: Account Title Account Title a available ect to Authority to Debit Account (when applicable) forting documents complete and amount claimed oper NICK FREDDY R. BELLO OIC Head, Accounting Division Head, Accounting Unit/Authorized Representative	D. Approved Signature Printed Name Position Date	for Payment EDGAF Univer	RDO E. TULIN sity President	