


OBLIGATION REQUEST AND STATUS						
VISAYAS STATE UNIVERSITY						
Visca, Baybay City, Leyte						
Payee:	Prof. Manolo B. Loreto, Jr.		No.:	02-101101-2021-12		
Office:	Office of the Dean of Students		Date:	December 10, 2021		
Address:	VSU, Visca Baybay City, Leyte		Fund:	GAA-Office of the Dean of Student		
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
ODS	Liquidation of 2021 Petty Cash Advance of expenses incurred of assorted office supplies and etc.		Petty Cash Adv.	5,000.00		
			Less: Actual Exp.	2,125.35		
			Total	2,874.65		
Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature:  Printed Name: MANOLO B. LORETO, JR. Position: Dean of Students Date:		Certified Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature: ALICIA M. FLORES Printed Name: ALICIA M. FLORES Position: OIC Head, Budget Office Head, Budget Unit/Authorized Representative Date:				
STATUS OF OBLIGATION						
Reference			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	-		-	

INSPECTION AND ACCEPTANCE REPORT

VISAYAS STATE UNIVERSITY

Agency

Supplier _____ AR No. _____
 PO No. _____ Date: various Invoice No. _____
 Requisitioning Office/Department: Office of the Dean of Students

Item No.	Unit	Description	Quantity
1		Cleaning Supplies (Dishwashing & Detergent)	81.40
2		Office Supplies (Marker Pen et. Al)	277.50
3		Alcohol - Casino	530.00
4		Universal Adaptor	100.00
5		Lacquer Thinner (for office table)	60
6		Tape Reflectolize Tape	285
7		Office Supplies (Sign Pen et. Al)	791.45
Total - - - P			2,125.35
<u>Charged to- Office of the Dean of Students</u>			

INSPECTION

Date inspected: _____

Inspected, verified and found OK
as to quantity and specifications



MARLON BURLAS / MARIA FE A. BASLAN

Inspection Officer

ACCEPTANCE

Date Received: _____

☒

Complete


☐

Partial



MANOLO B. LORETO, JR.

Property Officer

Office of the Dean of Students Entity Name DISBURSEMENT VOUCHER		Fund Cluster : GAA: ODS	
		Dec. 9, 2021 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	Prof. Manolo B. Loreto, Jr.	TIN/Employee No.:	ORS/BURS No.:
Address	VSU, Visca Baybay City, Leyte		
Particulars		Responsibility Center	MFO/PAP
Liquidation 2021 Petty Cash Advance of expenses incurred of assorted office supplies and other Office used, as per supporting papers hereto attached in the total amount of: <div style="text-align: right;">Amount Due</div>			Petty Cash Adv. P 5,000.00 Less: Actual Exp. 2,125.35
		P 2,874.65	
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.			
 MANOLO B. LORETO, JR. Dean of Students			
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	NICK FREDDY R. BELLO	Printed Name	EDGARDO E. TULIN
Position	OIC Head, Accounting Division Head, Accounting Unit/Authorized Representative	Position	University President Agency Head/Authorized Representative
Date		Date	
E. Receipt of Payment			
Check/ADA No. :	Date :	Bank Name & Account Number:	JEV No.
Signature :	Date :	Printed Name: MANOLO B. LORETO, JR.	Date
Official Receipt No. & Date/Other Documents			