

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Department of Biotechnology
Department/Center/Office/Unit

August 03, 2021

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.


KYZA MAE M. RAMONEDA
End-User/Requesting Party

Recommending Approval :

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

Approval :

EDGARDO E. TULIN, PhD.
President



BUDGET UTILIZATION REQUEST AND STATUS
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

No.: 02- -2021-0

Date: _____

Fund: _____

Payee: VSU Pavilion

Office: _____

Address: _____

Responsibility
Center

Particulars

MFO/PAP

UACS Code /
Expenditure

Amount

Department of
Biotechnology

payment for meals & snacks

50203050 00

4,500.00

Total

4,500.00

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

Signature

Printed Name

KYZA MAE M. RAMONEDA

Position

OIC Head, Dept. of Biotechnology

Date

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

Signature

Printed Name

MYRNA S. PANCITO

Budget Officer

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

obligation

4,500.00

4,500.00

Totals

4,500.00

4,500.00