



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DISBURSEMENT VOUCHER

☐ MDS CHECK

MODE OF PAYMENT

☐ COMMERCIAL CHECK

☐ ADA

☐ OTHERS

FUND CLUSTER:

PAYEE/OFFICE

ODELO B. BALDOS

DATE: 8/22/2022

DVD NO.:

ADDRESS:

VSU, Visca, Baybay City, Leyte

TIN/Employee No.

OS/BUS No:

PARTICULARS

RESPONSIBILITY
CENTER

MFO/PAP

AMOUNT

REPLENISHMENT OF PETTY CASH FUND for the
purchase of supplies and materials as per
papers attached amounting to..

SEED BANK
C

P 3,686.00

A **CERTIFIED:** Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. **AMOUNT DUE** → P 3,686.00

DHENBER C. LUSANTA
OIC, Eco-FARMI

B **ACCOUNTING ENTRY:**

ACCOUNT TITLE

UACS CODE

DEBIT

C **CERTIFIED:**

- ☐ Cash available
☐ Subject to Authority to Debit Account (when applicable)
☐ Supporting documents complete and amount claimed

SIGNATURE

PRINTED NAME

POSITION

DATE

NICK FREDDY R. BELLO

OIC HEAD, ACCOUNTING OFFICE

(Head, Accounting Unit/Authorized Representative)

D **APPROVED FOR PAYMENT:**

SIGNATURE

PRINTED NAME

POSITION

DATE

EDGARDO E. TULIN

President

(Agency Head/Authorized Representative)

E **RECEIPT OF PAYMENT:**

CHECK / ADA
NO.:

SIGNATURE:

ODELO B. BALDOS

DATE:

DATE:

BANK NAME & ACCOUNT NUMBER:

PRINTED NAME:

OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS:

PURCHASE REQUEST

Visayas State University

AGENCY

DEPT./OFFICE	Eco-FARMI	PR NO.	DATE 8/22/2022
SECTION		SAI NO.	DATE

STOCK NO.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	pc	Pavito Pechay	2	60.00	120.00
2	pc	Pia, Squash	2	70.00	140.00
3	pc	Megac, Cucumber	2	70.00	140.00
4	pc	Garnet, Tomato	1	70.00	70.00
5	liter	Diesel Oil	1	200.00	200.00
6	pcs	Masking Tape	2	30.00	60.00
7	pack	Medium, plastic	2	38.00	76.00
8	pack	Diamante Max, Tomato	1	70.00	70.00
9	pack	Mega C, Cucumber	1	70.00	70
10	pack	Ampalaya seed	1	60.00	60.00
11	pack	Chili Seed	1	105.00	105.00
12	kls	Gestating feeds	25	38.00	950.00
13	sack	Rice bran	1	750.00	750.00
14	kls	Tie Wire #16	1	85.00	85.00
15	kls	Common Nail 2 1/2	0.5	80.00	40.00
16	sack	Rice bran	1	750.00	750.00

Charged to: SEED BANK C

CERTIFIED as to the availability
of appropriation in the amount
of P _____ within
45 days period.

TOTAL

3,686.00

PURPOSE:	For Farm Use.	
SIGNATURE	REQUESTED BY	APPROVED BY
PRINTED NAME	ODELO B. BALDOS	EDGARDO E. TULIN
DESIGNATION	Staff, Eco-FAARMI	President