



March 28, 2022

DR. EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

I would like to request permission to advance for petty cash fund in the amount of FIVE THOUSAND PESOS ONLY (Php5,000.00) for purposes of immediate purchase of supplies and materials needed for routine activities in our office.

Thank you for your kind consideration of this request.

Respectfully yours,

EDUARDO O. MANGAOANG, PhD
Professor and Director

Approved:

EDGARDO E. TULIN

President