



May 02, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

Please allow us to Cash Advance Petty Cash Fund in the amount of **FIVE THOUSAND PESOS (5,000)** for the purchase of additional supplies and materials for the project chargeable to **101TF20201050-10.6.22**.

Hoping for your positive response. Thank you very much.

Respectfully yours,


RIS MENOEL R. MODINA
Project Leader

Noted:


ANALYN M. MAZO
Head, DBS

Recommended Approval:


DANIEL LESLIE S. TAN o/c 5/4/22
Vice-President for Admin. & Finance

Approved:


EDGARDO E. TULIN
VSU President