


<b>OBLIGATION REQUEST AND STATUS</b>				No.: 02-101101-2021-12		
<b>VISAYAS STATE UNIVERSITY</b>				Date: December 9, 2021		
<b>Visca, Baybay City, Leyte</b>				Fund: GAA-Office of the Scholarships Grants and Awards		
Payee:	Prof. Manolo B. Loreto, Jr.					
Office:	Office of the Dean of Students					
Address:	VSU, Visca Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount		
VSU	To Replenishment of Petty Cash Advance of expenses incurred for the payment of communication thru: LBC & etc.			1,432.00		
	Total			1,432.00		
Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal  Signature:  Printed Name: <b>MANOLO B. LORETO, JR.</b> Position: Dean of Students Date:			Certified Allotment available and obligated for the purpose/adjustment necessary as indicated above  Signature: <b>NICK FREDDY R. BELLO</b> Printed Name: <b>NICK FREDDY R. BELLO</b> Position: OIC Head, Accounting Office Head, Budget Unit/Authorized Representative Date:			
<b>STATUS OF OBLIGATION</b>						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
Dec. 9, 2021	Obligation	02-101101-2021-12	1,432.00		1,432.00	
		Totals	1,432.00		1,432.00	

[illegible]

**PETTY CASH VOUCHER**

VISAYAS STATE UNIVERSITY

Agency

No.:

Date: Various

Payee/Office: JUNITO A. PANONCE

Responsibility Center Code

Address : ODS, VSU

**GAA- OSSGA c/o: ODS****I. To be filled up upon request**

Particulars	Amount
Reimb. Of office supplies expenses:	452.00
> Communications (Load )	452.00
	452.00

**II. To filled up upon liquidation**

Total Amount Granted 452.00

(see attached receipts)

Amount Refunded/(Reimbursed) 452.00

A

Requested by:

**JUNITO A. PANONCE**

Name of Requestor

Approved by:

**MANOLO B. LORETO, JR.**

Immediate Supervisor/Dean of Students

C

☐ Received Refund☐ Reimbursement Paid**MANOLO B. LORETO, JR.**

Petty Cash Custodian

B

Paid by:

**MANOLO B. LORETO, JR.**

Petty Cash Custodian

Cash Received by:

**JUNITO A. PANONCE**

Signature Over Printed Name of Payee

Date:

D

Liquidation Submitted:

Reimbursement Received by:

**JUNITO A. PANONCE**

Signature of Payee

Date:

# 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		Comm. Thru Courier - LBC ( Scholarship & Insurance Docs.)	980.00
2		Comm. Thru Load-Mobile (related Scholarships)	452.00
<b>Total =</b>			<b>1,432.00</b>
<b><u>Charged to: Office of the Student Scholarships</u></b> <b><u>Grants &amp; Awards</u></b>			

### INSPECTION

Date inspected: \_\_\_\_\_

Inspected, verified and found OK  
as to quantity and specifications

**MARIA FE A. BASLAN**

Inspection Officer

### ACCEPTANCE

Date Received: \_\_\_\_\_

☒ Complete


☐ Partial



**MANOLO B. LORETO, JR.**

Property Officer



<b>University Student Services Office</b>		<b>Fund Cluster :</b> GAA: Office of the Scholarships Grants & Awards	
<b>Entity Name</b>		<b>Date : Dec. 9, 2021</b>	
<b>DISBURSEMENT VOUCHER</b>		<b>DV No. :</b>	
<b>Mode of Payment</b>	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)		
<b>Payee</b>	<b>Prof. Manolo B. Loreto, Jr.</b>	<b>TIN/Employee No.:</b>	<b>ORS/BURS No.:</b>
<b>Address</b>	<b>VSU, Visca Baybay City, Leyte</b>		
<b>Particulars</b>	<b>Responsibility Center</b>	<b>MFO/PAP</b>	<b>Amount</b>
Replenishment of expenses incurred of Courier thru: LBC & other, as per supporting papers hereto attached in the total amount of:			1,432.00
<b>Amount Due</b>			<b>P 1,432.00</b>
<b>A. Certified:</b> Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.			
 <b>MANOLO B. LORETO, JR.</b> Dean of Students			
<b>B. Accounting Entry:</b>			
<b>Account Title</b>	<b>UACS Code</b>	<b>Debit</b>	<b>Credit</b>
<b>C. Certified:</b>		<b>D. Approved for Payment</b>	
<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			
<b>Signature</b>		<b>Signature</b>	
<b>Printed Name</b>	<b>NICK FREDDY R. BELLO</b>	<b>Printed Name</b>	<b>EDGARDO E. TULIN</b>
<b>Position</b>	OIC Head, Accounting Division Head, Accounting Unit/Authorized Representative	<b>Position</b>	University President Agency Head/Authorized Representative
<b>Date</b>		<b>Date</b>	
<b>E. Receipt of Payment</b>			<b>JEV No.</b>
<b>Check/ADA No. :</b>		<b>Date :</b>	<b>Bank Name &amp; Account Number:</b>
<b>Signature :</b>		<b>Date :</b>	<b>Printed Name: MANOLO B. LORETO, JR.</b>
<b>Official Receipt No. &amp; Date/Other Documents</b>			<b>Date</b>