

OFFICE OF THE HEAD FOR INTERNAL AUDIT

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January 10, 2021

DR. EDGARDO E. TULIN President Visayas State University Visca ,Baybay City, Leyte

Dear Dr. Tulin:

I would like to request permission to petty cash advance in the amount of FIVE THOUSAND PESOS ONLY (P5,000.00) to purchase various supplies/materials needed for our office.

Thank you.

Very truly yours,

ARLIN B) FLANDEZ OHIA

Recommending Approval:

MARIA TERESA A. CRUZ

Internal Auditor IV

Approved:

EDGARDO E. TULIN President

