



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

**DISBURSEMENT VOUCHER**

FUND CLUSTER:

**MODE OF PAYMENT**

☐ MDS CHECK

☐ COMMERCIAL CHECK

☐ ADA

☐ OTHERS \_\_\_\_\_

DATE: 04/22/22

DVD NO.:

PAYEE/OFFICE

**LILIBETH VICTORIA V. PAGALAN**

TIN/Employee No.

OS/BUS No:

ADDRESS:

VSU, Baybay City, Leyte

PARTICULARS

RESPONSIBILITY  
CENTER

MFO/PAP

AMOUNT

PETTY CASH ADVANCE for the purchase of  
supplies/ materials as per papers attached  
amounting to...

TP.UF.009

P 5,000.00

AMOUNT DUE →

P 5,000.00

**A** CERTIFIED: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

**DHENBER C. LUSANTA**  
OIC, ECO-FARMI

**B** ACCOUNTING ENTRY:

ACCOUNT TITLE

UACS CODE

DEBIT

CREDIT

**C** CERTIFIED:

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

SIGNATURE

PRINTED NAME

**NICK FREDDY R. BELLO**

POSITION

OIC, HEAD of Accounting Office

(Head, Accounting Unit/Authorized Representative)

DATE

**D** APPROVED FOR PAYMENT:

SIGNATURE

PRINTED NAME

**EDGARDO E. TULIN**

POSITION

President

(Agency Head/Authorized Representative)

DATE

**E** RECEIPT OF PAYMENT:

CHECK / ADA  
NO.:

DATE:

BANK NAME & ACCOUNT NUMBER:

JEV NO.

SIGNATURE:

**LILIBETH VICTORIA V. PAGALAN**

DATE:

PRINTED NAME:

DATE:

OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS: