



**VISAYAS STATE UNIVERSITY**

Visca, Baybay, Leyte

Date: May 23, 2022

Name : Peter Ben Laurice H. Urdaneta  
 Designation : Admin Aide III  
 Destination : Ormoc City  
 Date of Travel : May 24, 2022

Signature

Purpose : To deliver checks to diff. Ormoc Suppliers

Estimated Expenses  
 Source of Funds

Transportation:

- ( ☒ ) College Vehicle  
 ( ) Public Conveyance

**QUEEN-EVER Y. ATUPAN**  
 Sup. Admin Officer

RECOMMENDING APPROVAL:

Atty. Rysan C. Guinocor  
 Director for Administrative Services

In-charge of funds ( If other than the  
 Dept/Office Head)

Dir. Of Instruction/Res. & Ext.

**APPROVED:**

Edgardo Tulin  
 President

c o Records Division  
 Accounting Office  
 Requisitioner