



March 14, 2023

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

Dear **Dr. Tulin**:

This is to respectfully request for a cash advance in the amount of Five Thousand Pesos Only (Php 5,000.00) charged to EFS.0721-0722.01. The amount will be used as petty cash to purchase office supplies/materials.

Thank you for your positive response to this request.

Very truly yours,

JEROME O. ARRIBADO
Project Leader

Approved:

EDGARDO E. TULIN
President