



February 28, 2022

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

Thru: **Dr. Daniel Leslie S. Tan**
VP for Administration and Finance

Dear Sir:

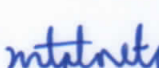
I would like to request for Petty Cash fund in the amount of Five thousand pesos (P5,000.00) charged to Dept. of Biotechnology Allocation for General Fund for emergency purchases of office and laboratory supplies.

Thank you.

Very respectfully yours,


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Recommending Approval:


MA. THERESA P. LORETO
Dean, College of Arts and Sciences

DANIEL LESLIE S. TAN
VP for Administration and Finance

Approved:

EDGARDO E. TULIN
VSU President