

April 15, 2024

**DR. PROSE IVY G. YEPES**

University President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Yepes;

I would like to request a petty cash in the amount of **FIVE THOUSAND PESOS (5,000.00)** to purchase supplies and materials needed for AED office use. I would like to request further that this petty cash be charged to NR CRM015.

Thank you very much for your support.

Very truly yours,

**ELIZA D. ESPINOSA**

AED, Head

Approved by:

**PROSE IVY G. YEPES**

University President





**Vision** : A globally competitive university for science, technology, and environmental conservation.  
**Mission** : Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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