



January 20, 2023

Dr. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

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

Dear Dr. Tulin,

This is to request for PETTY CASH ADVANCE in the amount of Five Thousand Pesos only (Php 5,000.00) charge to DoPAC – General Fund to purchase/ payment for urgently needed supplies and immediate job repairs for the Department and Pure and Applied Chemistry (DoPAC).

Thank you.

Respectfully yours,

ELIZABETH S. QUEVEDO
Head, DoPAC

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Admin & Finance

Approved:

DR. EDGARDO E. TULIN
President