

BUDGET UTILIZATION REQUEST AND STATUS

VISAYAS STATE UNIVERSITY

Entity Name

Serial No. : _____

Date : 6/21/2024Fund Cluster : STF

Payee	ODELO B. BALDOS			
Office	Eco-FARMI			
Address	VSU, VISCA, Baybay City, Leyte			
Responsibility Center	Particulars	MFO/PAP	UACS Object Code/ Expenditures	Amount
SEEDBANK C	Replenishment of petty cash fund for the shipment payment of the ordered vetiver grass from VSU, Leyte to Cebu.....			2,811
	Total			2,811

A. Certified: Charges to appropriation/budget necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature : _____

Printed Name: **JEROME O. ARRIBADO**

Position : Director, Eco-FARMI
Head, Requesting Office/Authorized Representative

Date : _____

B. Certified: Budget available and utilized for the purpose/adjustment necessary as indicated above

Signature : _____

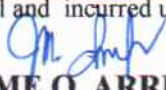
Printed Name: **ALICIA M. FLORES**

Position : Administrative Officer III
Head, Budget Division/Unit/Authorized Representative

Date : _____

C. STATUS OF UTILIZATION

Reference			Amount				
Date	Particulars	BURS/JEV/RCI/ RADAI/RTRAI No.	Utilization (a)	Payable (b)	Payment (c)	Balance	
						Not Yet Due (a-b)	Due and Demandable (b-c)

VISAYAS STATE UNIVERSITY Entity Name DISBURSEMENT VOUCHER			Fund Cluster : Date : 6/21/2024 DV No. :	
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)			
Payee	ODELO B. BALDOS		TIN/Employee No.:	ORS/BURS No.:
Address	VSU, VISCA, BAYBAY CITY, LEYTE			
Particulars		Responsibility Center	MFO/PAP	Amount
Replenishment of petty cash fund for the shipment payment of the ordered vetiver grass from VSU, Leyte to Cebu.....				2,811.36
Amount Due				2,811.36
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. <div style="text-align: center;">  JEROME O. ARRIBADO Printed Name, Designation and Signature of Supervisor </div>				
B. Accounting Entry:				
Account Title		UACS Code	Debit	Credit
C. Certified:		D. Approved for Payment		
<input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper				
Signature		Signature		
Printed Name	NICK FREDDY R. BELLO	Printed Name	PROSE IVY G. YEPES	
Position	OIC, HEAD Head, Accounting Unit/Authorized Representative	Position	President Agency Head/Authorized Representative	
Date		Date		
E. Receipt of Payment				JEV No.
Check/ADA No. :		Date :	Bank Name & Account Number:	
Signature :		Date :	Printed Name:	Date
Official Receipt No. & Date/Other Documents				

PURCHASE REQUEST

Visayas State University

AGENCY

DEPT/OFFICE	Eco-FARMI	PR NO.		DATE	6/21/2024
SECTION		SAI NO.		DATE	

STOCK NO.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	Fare	Fare, VSU-Ormoc City	1	50.00	50.00
2	Fare	Fare, Ormoc City-VSU, Baybay	1	50.00	50.00
3		Payment in Leyte Integrated Port Services for the ordered vetiver grass, from Leyte to Cebu	1	99.79	99.79
4		Payment, outbound cargo in sack/bag/bulk	1.557	9.00	15.00
5		Payment, Gen Cargo - Cg in Bag, etc	1.557	6.36	9.90
6		Ordered Vetiver grass cargo shipping, from Leyte to Cebu	1	1,769.90	1,769.90
7		Payment, temporary port user's pass	1	6.00	6.00
8		Payment, temporary vehicle pass	1	12.00	12.00
9		Payment, temporary vehicle pass	1	12.00	12.00
10		Payment in Leyte Integrated Port Services for the ordered vetiver grass, from Leyte to Cebu	1	39.82	39.82
11		Payment, outbound cargo in sack/bag/bulk	1	15.00	15.00
12		Payment, Gen Cargo - Cg in Bag, etc	1	3.95	3.95
13		ordered vetiver grass, Leyte to Cebu	1	430.00	430.00
14		Payment of the ordered vetiver grass at puerto servicio de Cebu, INC.	1	48.00	48.00
15		Fare, VSU-Baybay, with the ordered vetiver slips (pakyaw)	1	250.00	250.00
TOTAL					2,811.36

PURPOSE:	Payment delivery of the ordered vetiver from Leyte to Cebu				
SIGNATURE	REQUESTED BY		APPROVED BY		
PRINTED NAME	ODELO B. BALDOS		PROSE IVY G. YEPES		
DESIGNATION	Staff, Eco-FARMI		President		