



March 22, 2022

**DR. EDGARDO E. TULIN**  
University President  
Visayas State University  
VSU, Baybay City, Leyte

Dear Dr. Tulin;

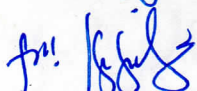
I would like to request a petty cash in the amount of TWO THOUSAND EIGHT HUNDRED EIGHTY PESOS ONLY (2,880.00) to purchase laboratory thermometer to verify the temperature in the screenhouse where the aquilaria species were propagated. I would like to request further that this petty cash be charged to VSU IP 2021.9

Thank you very much for your support.

Very truly yours,

  
**JIMMY O. POGOSA**  
Instructor I

Noted by:

  
**ELIZA D. ESPINOSA**  
Director

Approved by:

**EDGARDO E. TULIN**  
University President