





INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

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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 termperature 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

Noted by:

ELIZA D. ESPINOSA

Director

Approved by:

EDGARDO E. TULIN University President