



February 3, 2023

**ROSA OPHELIA D. VELARDE**

Director, Research - OVPREI

Visayas State University

Visca, Baybay, Leyte

Dear **Prof Velarde**:

Please allow us to petty cash for the purchase of materials needed for the repair of NARC vehicle (Nissan Frontier). This vehicle has been of service to the center since in the late 1990's, hence there is a need for the replacement of important spare parts. The following are the list of auto parts to be purchased:

Center link	6,500.00
Leaf Spring bushing (4pcs) 100/pc	400.00
Fuel filter primary & secondary	1,900.00
Clutch Assembly primary & secondary	1,000.00
Idler bushing (2pcs) 100/pc	200.00
Bearing	1,000.00
Bypass hose (Air filter)	4,500.00
Power Steering gear box repair kit	3,000.00
<b>TOTAL</b>	<b>18,500.00</b>

Looking forward for your kind approval to this request.

Very truly yours,

**MIKE PAUSANOS**

Driver, NARC

Recommending Approval:

**ROMEL B. ARMECIN**

Director, NARC

Approved:

**ROSA OPHELIA D. VELARDE**  
Director for Research