



June 13, 2022

Dr. Edgardo E. Tulin
President, VSU
Baybay City, Leyte

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

Sir:

I would like to request for Petty Cash fund in the amount of Five thousand pesos (P5,000.00) for emergency purchases of office and laboratory supplies, charged to VSU-IP-2021-11.

Thank you.

Very respectfully yours,


CHINELO M. CARDAÑO
Project Staff

Noted:


MA. THERESA P. LORETO
Director, Advanced Research
and Innovation Center

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension
and Innovation

DANIEL LESLIE S. TAN
VP for Administration
and Finance

Approved:

EDGARDO E. TULIN
VSU President