



OBLIGATION REQUEST AND STATUS

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

No.:

Date:

January 11, 2024

Fund:

DASS.NCT.1718

Payee: VSU

Office: Gasoline Station

Address: Visca, Baybay City, Leyte

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
DASS.NCT.1718	100 Liters Diesel			PhP6,900.00
	Total			PhP6,900.00

Certified: Charges to appropriation/allotment

necessary, lawful and under my direct supervision
and supporting documents valid, proper and legal

Signature

Printed Name

ULYSSES A. CAGASAN

Position

Project Leader

Date

Certified:

Allotment available and obligated for the
purpose/adjustment necessary as
indicated above

Signature

Printed Name

ALICIA M. FLORES

Position

Head, Budget Unit/Authorized Representative

Date

STATUS OF OBLIGATION

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demand
	Obligations		PhP6,900.00		PhP6,900.00	
	Totals		PhP6,900.00		PhP6,900.00	

Amount Due

Php 6,900.00

A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

ULYSSES A. CAGASAN

Project Leader

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit

C. Certified:

- ☐ Cash available
- ☐ Subject to Authority to Debit Account (when applicable)
- ☐ Supporting documents complete and amount claimed proper

D. Approved for Payment

Signature		Signature	
Printed Name	NICK FREDDY R. BELLO	Printed Name	DANIEL LESLIE S. TAN
Position	Head, Accounting Office	Position	OIC, President
Date		Date	

E. Receipt of Payment

Check/ADA No. :		Date :	Bank Name & Account Number:	JEV No.
Signature :		Date :	Printed Name:	Date
Official Receipt No. & Date/Other Documents				