



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

September 8, 2023

Dr. Edgardo E. Tulin
President

Visayas State University
Visca, Baybay City, Leyte

Subject: Petty Cash Advance

Sir:

I would like to request permission to petty cash advance in the amount of FIVE THOUSAND PESOS ONLY (Php 5,000.00) for purposes of immediate purchase of supplies and materials needed in our department.

Thank you for your kind consideration of this request.

Very truly yours,


ED ALLAN L. ALCOBER
Faculty

Noted:


DIONESIO M. BAÑOC
Head, Department of Agronomy

VICTOR B. ASIO
Dean, CAFS

Approved:

EDGARDO E. TULIN
University President

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