



January 20, 2023

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Subject: Petty Cash Advance

Sir:

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

Thank you for your kind consideration of this request.

Very truly yours,

**LOREME S. CAGANDE**  
Faculty

Noted:

**RUTH O. ESCASINAS**  
Head, Department of Agronomy

**VICTOR B. ASIO**  
Dean, CAFS

Approved:

**EDGARDO E. TULIN**  
University President