





DEPARTMENT OF AGRONOMY

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January 20, 2023

Dr. Edgardo E. TulinPresident
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,

L.D. Casande

LOREME'S. CAGANDE

Faculty

Noted:

RUTH O. ESCASINAS

Head, Department of Agronomy

VICTOR B. ASIO Dean, CAFS

Approved:

EDGARDO E. TULIN University President