



OBLIGATION REQUEST AND STATUS
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

No.: MOOE

Date: August 19, 2022

Payee: VSU

Office: Gasoline Station

Address: Visca, Baybay City, Leyte

Fund: GAA 2022

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
GAA 2022	30 Liters Diesel and 30 Liters Gasoline			PhP5,250.00
	Total			PhP5,250.00

Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

Signature

Printed Name

RUTH O. ESCASINAS

Position

Dept. Head

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 Demandable
	Obligations		PhP5,250.00		PhP5,250.00	
	Totals		PhP5,250.00		PhP5,250.00	

Amount Due

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

RUTH O. ESCASINAS

Dept. Head

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	EDGARDO E. TULIN
Position	Head, Accounting Office	Position	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