



11 March 2022

Dr. EDGARDO E. TULIN

University President

Visayas State University


Visca, Baybay City, Leyte

Through: Dr. Daniel Leslie S. Tan
Vice President for Administration and Finance

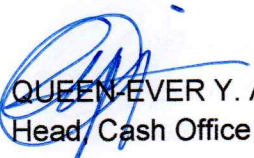
Dear Sir:

May we request your approval to have a PETTY CASH FUND in the amount of FIVE THOUSAND PESOS ONLY (P5,000.00) needed for emergency purchases of supplies for the office.

Very truly yours,


CELSO F. SACRO
Admin. Aide VI

NOTED:


QUEEN-EVER Y. ATUPAN
Head, Cash Office

APPROVED:

EDGARDO E. TULIN
President