

OFFICE OF THE CASHIER

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 565 0600 local 1011 Email: cash.division@vsu.edu.ph Website: www.vsu.edu.ph

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:

Head/Cash Office

VER Y. ATUPAN

APPROVED:

EDGARDO E. TULIN

President

