



January 3, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay, Leyte

**Dear Sir:**

Greetings!

I would like to request permission to cash advance for Petty Cash Fund for FIVE THOUSAND PESOS ONLY (**Php5, 000.00**) for immediate purchases of supplies and materials needed by the college. Furthermore, the petty cash will be charged to the General Fund sub-allotment of CFES-Higher Education specifically under Supplies, and Repair and Maintenance.

Thank you for your kind consideration on this request.

Very truly yours,

**DENNIS P. PEQUE**

Dean, CFES

Approved:

**EDGARDO E. TULIN**

President