



COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE

Visca, Baybay City, Leyte, PHILIPPINES Phone: 563-7552 local 1026 Email: cfes@vsu.edu.ph Website: www.vsu.edu.ph

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

