





INSTITUTE OF TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT**

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March 9, 2022

DR. EDGARDO E. TULIN University President Visayas State University VSU, Baybay City, Leyte

Dear Dr. Tulin;

I would like to request a petty cash in the amount of FIVE THOUSAND PESOS ONLY (5,000.00) to purchase spare parts (replacement) for Mitsubishi canter. I would like to request further that this petty cash be charged to VSU IP 2021.9

Thank you very much for your support.

Very truly yours

KLEER JE NN G. LONGATANG Instructor I

Noted by:

Approved by:

EDGARDO E. TULIN University President



System ISO 9001:2015 VSU's Vision: