



March 9, 2022

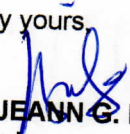
DR. EDGARDO E. TULIN
University President
Visayas State University
VSU, Baybay City, Leyte

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 JEANN G. LONGATANG
Instructor I

Noted by:


ELIZA D. ESPINOSA
Director

Approved by:

EDGARDO E. TULIN
University President