



July 6, 2021

EDGARDO E. TULIN

President

Visayas State University

Dear **Dr. Tulin**:

I am writing this letter to request permission from your good office for an emergency purchase of supplies and materials charged to ISO funds. These supplies and materials will be used for the upcoming ISO activities, particularly the Internal Quality Audit and Management Reviews, in preparation for the Second Surveillance Audit (SSA) in February 2022.

The items listed below require urgent acquisition:

Supplies and Materials	Qty.	Unit	Amount	Total Amount
1. External Hard Disk Drive	5	Units	4,200.00	21,000.00
2. Data Filer	50	Pcs	195.00	9,750.00
3. Bond Paper	100	Reams	253.00	25,300.00
4. Folders	700	Pcs	18.00	12,600.00
5. Toner	5	Sets	30,800.00	154,000.00
			TOTAL	222,650.00

We are hoping for your kind approval of this request. Thank you very much.

Very truly yours,

EDITHA G. CAGASAN

Director for Quality Assurance

Certified Availability of Funds

LOUELLA C. AMPAC

Director for Finance Management

Recommending Approval:

REMBERTO A. PATINDOL

VP for Administration and Finance

Approved:

EDGARDO E. TULIN

President