



February 8, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

The undersigned would like to request for a petty cash of Five Thousand Pesos only (Php 5,000.00). The amount will be used to purchase supplies for project entitled "Exploratory Market Studies of Fermented Rice Bran Incorporated Food Products".

Thank you.

Very truly yours,


ANGELITA L. PARADERO
Project Leader

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Administration and Finance

Approved:

EDGARDO E. TULIN
President

E:iso.filled.letters.commu.reqletter.pettycash