

REQUISITION AND ISSUED SLIP

VISAYAS STATE UNIVERSITY

Agency

Division _____ Responsibility Center _____

RIS No. _____

Office DMP, Visca, Baybay City, Leyte

SAI No. _____

Requisition

Stock No.	Unit	Description	Unit Price	Total	Remarks
1.	36	Gasoline XXXXXXXXXXXXXXXXXXXXXXXXXXXX CERTIFIED AS TO AVAILABILITY OF FUNDS IN THE AMOUNT OF _____ WITHIN 45 DAYS. ALICIA M. FLORES OIC Head, Budget Office	65.00	2,340.00	
TOTAL				2,340.00	

Purpose: For messengerial services and lawn mowing

Signature	Requested by:	Approved by:	Issued by:	Received by:
Printed Name	<i>Mary Joy H. Piamonte</i>		<i>Eusebio R. Lina, Jr.</i>	
Designation	MARY JOY H. PIAMONTE		EUSEBIO R. LINA, JR.	
Date	Clerk		Head, DMP	