



22 June 2020

MEMORANDUM NO. 235

Series of 2020

T O: Ms. Queen-ever Y. Atupan

R E: Designation as Head, Cash Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Cash Office effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

You are directed to receive, collect, and deposit cash; prepare payrolls and process vouchers for payment of the University's obligations.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULINA
President

cc: OVPAA	ODF/Budget	Deans
OVPAF	IASO	Directors
OVPREI	Accounting	Records
OVPSAS	Cash	ODAHRD/PRPEO
OVPPRGAS	COA	File
OUS	Registrar	