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Office of the President

30 January 2012

MEMORANDUM NO. __71 Series of 2012

T O: Ms. Roberta C. Lemos

R E: Designation as Director for Finance

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Director for Finance effective February 1, 2012 until December 31, 2012 or unless sooner revoked or terminated by higher authorities.

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

Please be guided accordingly.

CC:

OVPI

ident

OVPAF

OVPPRG

OVPRE

OUS

Deans

Directors

FMO/Budget

ODAHRD/PRPEO

Cash

IASO

Accounting

COA

Records

File