



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
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MEMORANDUM NO. 17
Series of 2017

**T O : ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/
UNITS**

**R E : Deadline for Submission of Financial Documents to the Budget Office and
Accounting Office**

In line with the provision of NBC No. 567 dated January 3, 2017 which sets Guidelines on the Release of Funds for FY 2017, the following deadlines for all funds (General Fund, Special Trust Fund, IGP, and 101 Trust Funds*) are set to comply with the deadline set by DBM.

Particulars	Deadline
Purchase Requests (PRs)	October 16, 2017 (Monday)
Purchase Orders (POs)	November 15, 2017 (Wednesday)
Disbursement Vouchers/Payrolls	December 4, 2017 (Monday)
Final Petty Cash Replenishment/Liquidation (All Petty Cash must be replenish to include only OR's dated December 8 and below. Replenishment beyond said cutoff date will not be reimbursed.)	December 8, 2017 (Friday)
Pre-travel (urgent and important matters)	Will be entertained within December but subject to liquidation upon return to station.

*to Accounting Office

Everyone is urged to adhere to the above deadlines especially in processing of Purchase Requests (PRs) which should only be completed within forty-five (45) days to determine year-end fund balances.

In addition, cancelled PRs/POs should be returned to the Budget/Accounting Office for necessary fund adjustments.

For your strict compliance.

REMBERTO A. PATINDOL
Vice President for Administration and Finance