

OFFICE OF THE PRESIDENT

June 1, 1994

MEMORANDUM NO. 55
Series of 1994

T O: All Concerned

SUBJECT: Additional Responsibilities of Regular ViSCA Buyers
and Designated Buyers for Emergency Purchases

It has been noted that a number of accounts of the College with suppliers remain unpaid for several years. Our buyers including those designated to act as buyers in departments and centers tend to end their job after they receive the deliveries from suppliers and rely only on other offices in the settlement of accounts out of their purchases.

In order to improve ViSCA's credibility with suppliers, effective immediately, it shall be part of the responsibility of regular ViSCA buyers and those requested/designated to act as buyers of research centers/departments to make sure that their purchases are paid on time. Their work performance shall be partly based on the record of Purchase Orders served and payments made to the suppliers concerned. Each buyer should keep a record of purchase orders served and dates of payment. Cash purchases should also be properly recorded together with the receipt number.

For compliance.

Samuel S. Go
SAMUEL S. GO
President

cc: Vice President for Administration
Administrative Officer
Personnel Officer
All Dept./Office Heads/Center Directors
Records
File