



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
Administration and Finance**

Bgry. Pangasugan, Visayas State University
Visca, Baybay City, Leyte PHILIPPINES
Phone/Fax: +63 53 563 7108
Email: ovpaf@vsu.edu.ph
Website: www.vsu.edu.ph

10 September 2018

MEMORANDUM NO. 18

Series of 2018

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

R E: Final Submission of Purchase Requests for FY 2018

Relative to OVPAF Memo No. 15 re: Deadline for Submission of Financial Documents to Budget Office and Accounting Office, all approved Purchase Requests (PRs) to be funded under General Fund and STF should be submitted to the Budget Office on or before September 14, 2018 (Friday) at 12:00 noon. Beyond this deadline, PRs will not be accepted anymore.

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

Cc: Accounting Office
Budget Office
Office of the Director for Finance

VSU's Vision:

A globally competitive university for science, technology, and environmental conservation.

VSU's Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.