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VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

March 26, 1993

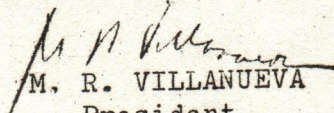
MEMORANDUM NO. 41
Series of 1993

TO: All Department/Center Heads
Project Leaders and Others Concerned

RE: Cash Advance for Procurement of Supplies
and Materials

Please be reminded that cash advances for the purchase of supplies and materials are granted as a special privilege under emergency and other justifiable circumstances. It is not for the simple reason of buying supplies and materials since this is supposedly the major function of the Supply Office. It is, therefore, expected that requests for such cash advances will indicate specific reasons why purchases will have to be made by the requisitioner.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: Supply Office
Accounting Div.
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