



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

22 February 2008

MEMORANDUM CIRCULAR NO. 14

Series of 2008

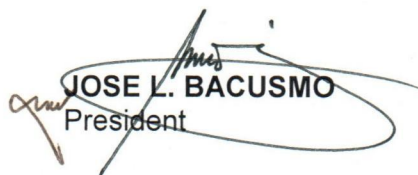
T O: All Concerned

R E: Submission of Deed of Donations/IRP for Donated Equipment

There are instances when faculty members and researchers receive donations in the form of equipment from research funding agencies for use in the implementation of their research projects. In most cases, these donated equipment are not recorded in our book of accounts and in the Property Ledger Card. Thus, the attention of this office was called by COA.

In compliance therefore with the recommendation of COA per its AOM No. 08-04-07, researchers and others concerned who receive donated equipment are hereby directed to submit the Deed of Donation or Invoice Receipt of the donated properties for recording in the Property Ledger Card and in our Book of Accounts, respectively to the Office of the Vice President for Administration as basis by the Property and Accounting Offices.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: Auditor T. C. Vinegas, COA
Records
File
OVPAF
Accounting Div.
SPMO