


MEMORANDUM CIRCULAR NO. 30
Series of 2025

TO: All Concerned

RE: VSU Fuel Station Fuel Dispensation Request Requirements

**FROM:  PROSE IVY G. YEPES, EdD
University President**

DATE: January 22, 2025

To ensure accurate recording and monitoring of fuel usage at the VSU Fuel Station, the following procedures are to be strictly adhered to by all requesting units:

1. For Fuel Requests with STF/IGP Funding

Attachments Required:

- Approved BURS
- Approved Requisition and Issue Slip (RIS)
- Approved Trip Tickets
- Voucher

2. For Fuel Requests with General Funding

Attachments Required:

- Approved Obligation Request and Status (ORS).
- Approved Requisition and Issue Slip (RIS).
- Approved Trip Tickets.
- Voucher

3. For Fuel Requests with Trust Funding

Attachments Required:

- Approved Requisition and Issue Slip (RIS).
- Approved Trip Tickets.
- Voucher

For Cancelled Trips:

- Units are required to report to the Budget Office for the cancellation of the Obligated/Approved Requisition and Issue Slip (RIS).

Please ensure that all required documents are submitted for every fuel dispensation request to facilitate processing and approval.

For your information and usual support.

OFFICE OF THE PRESIDENT

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