



16 September 2022

MEMORANDUM CIRCULAR NO. 6

Series of 2022

T O : ALL Concerned
R E : Signatories of Financial Transactions

This is to reiterate the proper signatories of financial transactions and its threshold based on OP Memorandum Circular No. 46 dated June 26, 2002.

Purchase Order, Payrolls, Vouchers:

50,000 and below	- Director of Finance
50,001 to 150,000	- Director for Administration
150,001 to 250,000	- Vice President for Administration and Finance
250,001 and over	- President

Purchase Request, RIS, Itinerary of Travel including Liquidation:

5,000 and below	- Unit Head
5,001 to 50,000	- Deans or Directors of the requesting office
50,001 to 250,000	- Vice President of the requesting office
250,001 and over	- President

Please be guided accordingly.

DANIEL LESLIE S. TAN

Vice President for Administration & Finance