



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

Office of the President

15 April 2002

## MEMORANDUM CIRCULAR NO. 30

Series of 2002


**T O: All Faculty and Staff Concerned**

**R E: Travel of Faculty and Staff to Purchase  
Supplies/Materials and/or Equipment**

It has come to the attention of this office that faculty and staff go on official travel to purchase supplies/materials and/or equipment. In order to cut on travel cost for this purpose and ensure proper documentation of purchases, all are hereby directed to course all requisitions through the SPMD. **All travels for the purpose of canvassing and purchase of supplies/materials and/or equipment shall no longer be allowed.** However, for high precision equipment, the requisitioner may be allowed to go on official travel provided that he/she shall be accompanied by the duly designated buyer of the SPMD Cebu Office whose travel expenses shall be charged against the allocation of the requisitioner. Travel to purchase urgently needed supplies/materials worth less than P5,000.00 can be allowed with clearance from the Office of the Vice President for Administration and Finance.

Any memorandum issued in the past with regard to the decentralization of the approval of travel orders whose purpose is to do canvassing and purchasing shall be deemed repelled.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: OVPAF  
SPMD