

December 2, 1996

MEMORANDUM NO. 166  
Series of 1996

T O: Ms. Anecia C. Fernandez  
Cashier

In order to avoid delays in the submission of Report of Checks Issued and to facilitate the submission of vouchers to the concerned offices, you are hereby requested to sign on the acknowledgement receipt portion of the voucher in case the checks are not yet claimed in your office until the time of report preparation. To ensure safety, you are also advised to maintain a record book indicating the details of payment of the check issued and must require the claimant/payee or his authorized representative to sign in the record book upon receipt of check.

For audit purposes, you have to sign in the Cash Book corresponding to the number of checks that you have received for custody.

For compliance.

*Samuel S. Go*  
SAMUEL S. GO  
President *bic*  
*12-3-96*

