



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

10 October 2014

MEMORANDUM NO. 10

Series of 2014

TO : All Vice Presidents, College Deans, Center and Institute Directors, Department Heads, and Administrative Offices/Unit Heads

RE : Deadline for the Submission of Financial Documents to Budget and Accounting Offices

The provision of NBC 552 Guidelines on the Release of Fund for FY 2014 as stipulated in par. 3.12.1.1 mandates that *"All released allotment shall be available for obligation up to December 31, 2014."*

In order for VSU to meet the deadline set by DBM, you are all enjoined to observe the following deadlines for the submission of financial documents to the Budget and Accounting offices:

A. General Fund:

- | | | |
|--|---|------------------|
| a. Purchase Requests | - | 15 October 2014 |
| b. Purchase Orders | - | 05 November 2014 |
| c. Payroll and Vouchers
(Suppliers and reimbursement) | - | 05 December 2014 |

B. STF/GP:

- | | | |
|--|---|------------------|
| a. Purchase Requests | - | 15 October 2014 |
| b. Purchase Orders | - | 15 November 2014 |
| c. Payroll and Vouchers
(Suppliers and reimbursement) | - | 05 December 2014 |

Please guided accordingly.

A handwritten signature in black ink, appearing to read "Roberto C. Guarate", is written over a circular stamp that is partially obscured by the signature.

ROBERTO C. GUARTE

Vice President for Admin. & Finance