

VISAYAS STATE UNIVERSITY

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Office of the President

30 May 2008

MEMORANDUM NO. 112

Series of 2008

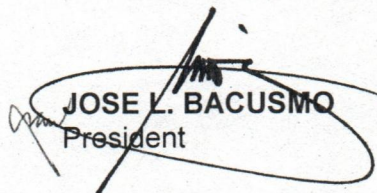
T O: Dr. Roberta D. Lauzon
Dean, Tolosa Campus

R E: Documents for Submission to COA

Attached please find a letter from Ms. Teodora C. Vinegas, Audit Team Leader based at VSU asking for submission to her office of documents for the months of February to April 2008.

You are hereby directed to submit to COA the documents requested, this office furnished with a copy of the transmittal letter for our information and guidance.

Please be guided accordingly.

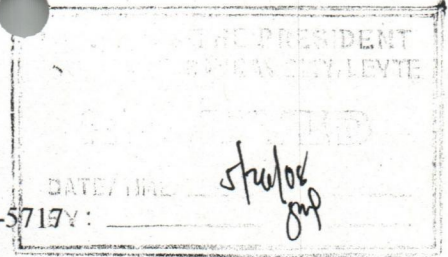

JOSE L. BACUSMO
President

cc: COA
Records
File

faxed 5/30/08 pm
322-6306



COMMISSION ON AUDIT
National Government Sector
Cluster IV-Education
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May 20, 2008

Dr. Jose L. Bacusmo
University President
Visayas State University
Baybay City, Leyte

Attention: **Dr. Roberta D. Lauzon**
Dean, VSU- Tolosa Campus

Dear Sir:

In line with our audit activities, we would like to request the submission of the following documents for the months of **January – April 2008**:

1. Report of Disbursement/Report of Check Issued and Disbursement Vouchers and its supporting documents
2. Report of Collection/Cash Receipt and Official Receipts
3. Payrolls
4. Bank Reconciliation Statements
5. Schedule of Aging on Accounts Receivable, Accounts Payable, Unliquidated Cash Advance – 1st Quarter of 2008
6. Monthly Report of Accountability for Accountable Forms
7. Unsubmitted Reports on Income Generating Projects - Jan-April, 2008

It may be necessary to mention that under Section 122 of PD 1445, the State Audit Code of the Philippines, the Commission is authorized to require the agency heads and other responsible officers to submit reports necessary for the exercise of its audit functions.

Likewise, Section 47(b) of GAAM, Volume III states that documentation should be timely, complete, accurate and should facilitate tracing of transaction or event from its occurrence to processing until completion or recording in summary records.

We appreciate your usual support and cooperation.

Very truly yours,

Teodora C. Vinegas
TEODORA C. VINEGAS
COA-VSU Audit Team Leader