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MEMORANDUM NO. 72  
Series of 1986

T O: Dr. E. N. Bernardo  
Dr. F. A. Saladaga

R E: Transfer of Funds

Our office received a reminder from the Office of the Resident Auditor concerning procedures on fund transfer. Whenever we transfer funds to another agency, an official receipt must be submitted to VISCA Cash Division and a Report of Disbursement must follow at the end of the period covered by the fund transferred. This is a procedure familiar to us inasmuch as PCARRD requires us to follow the same steps.

In order not to disrupt our research program, please help us convey this requirement to our cooperating agencies.

Thank you.

*M. R. Villanueva*  
M. R. VILLANUEVA  
Officer-in-Charge

cc: Mr. Alberto M. Abiera  
Cash Division  
Budget  
Accounting