



19 May 2021

MEMORANDUM CIRCULAR NO. 54

Series of 2021

TO: All Vice Presidents, Directors, Department Head and Heads of Offices

RE: Procedure on Request for Food/Snacks

In compliance with AOM No. 2021-010(2020) dated April 29, 2021 on the reasonableness and appropriateness of expenditures related to food or snacks, we would like to set the following guidelines for request related to such expenses.

A) Conduct of regular meetings

- It will be charged to the RATA of the official who is the Chairperson of the committee (APB, NAPB, Scholarship meeting and other regular committee)
- For UADCO – charged to university fund if conducted whole day
- Regular meetings conducted by officials without RATA, snacks shall be dispensed with
- Snacks cannot be charged to Petty Cash

B) For special meeting/events

- It can be charged to university funds provided a memo is issued on the activity as indicated in the memo
- The memo should include a list of participants and if applicable, the names of the facilitators and support staff who are essential in the conduct of the activity.
- In addition, the attendance sheet should be completely signed by the attendees
- Snacks to be provided for whole day meetings only
- To avoid observation on extravagant expenses, the uniform rate of snacks is set at ₱50.00 per head
- Lunch should be served only for special occasion including selected working committees who are involved in the actual ceremony/activity

C) Process for reservation of snacks/trainings

After going through the procurement process, the sponsoring office should fill up a Reservation Form at the VSU Pavilion. This includes a certification on availability of funds. The signatories are as follows:

- Trust Receipts /Externally funded research Projects – Chief Accountant
- Other funds - Budget Officer
 - Regular Agency Fund/ General Fund
 - Internally Generated Fund / Special Trust Fund
 - Business Related Fund/Income Generating Project

D) The following **supporting documents** for snacks/ special events should be attached in the payment voucher per recommendation in the AOM:

- Purchase request
- Request for Quotation
- Abstract of Quotation
- Purchase Order
- Inspection and Acceptance Report
- Notice of meeting with agenda
- Minutes of meeting
- Original signed Attendance sheet (copy 1-COA file and copy 2-Office file)
For activities conducted more than one day, attendance sheet should be per day
- Reservation form containing certification of the Budget Officer/Accountant
- Billing Statement
- Training design (in case of training)
- For special occasions/ meetings/conference
 - Memorandum/Official Invitation
 - Guest list (if applicable)
 - Copy of program

The effectivity date of this memorandum is June 1, 2021.

For your strict compliance.


EDGARDO E. TULIN
President