

OFFICE OF THE PRESIDENT

December 8, 1992

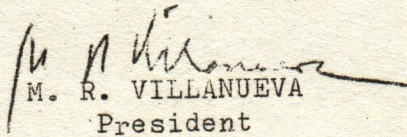
MEMORANDUM NO. 106  
Series of 1992

T O: All ViSCA Employees

R E: OP Form 4 (Provisional Clearance for Faculty Staff)

Effective immediately, OP Form 4 (Clearance for staff going on leave for 1-3 months) is hereby modified to include the Property Officer as an additional signatory in accordance with accounting and auditing regulations.

For strict compliance.

  
M. R. VILLANUEVA  
President

cc: Personnel Office  
Supply and Property Office