



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
Administration and Finance**

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MEMORANDUM NO. 09
Series of 2017

- T O : All Department Heads, College Deans, Center Directors, Office Heads
and concerned Employees**
- R E : Processing of Disbursement Vouchers, Payrolls and Other Financial
Documents**

In compliance with COA Audit Observation Memorandum (AOM) No. 2017-14 dated May 21, 2017 on the retention of file copies of financial documents by the Accounting Office and the Cash Office, all documents for processing (procurement, replenishment, travel, payroll and others) including attachments should be submitted in triplicates.

To facilitate filing, each document for processing must be segregated as original copy, copy 1 and copy 2 and each copy must contain a complete set of the supporting documents. This requirement will take effect starting August 1, 2017 for all funds (GF, STF, IGP, Trust Funds)

Your cooperation will be highly appreciated.

A handwritten signature in black ink, appearing to read 'Remberto A. Patindol'.

REMBERTO A. PATINDOL

Vice President for Administration and Finance