



LEYTE STATE UNIVERSITY

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Philippines

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Office of the President

25 August 2003

MEMORANDUM NO. 190

Series of 2003


T O: Mrs. Milagros L. Gamotin

R E: Audit of LSU Bookstore

You are hereby requested to conduct audit of LSU Bookstore for the period where no financial statements are made. Moreover, please conduct a cash count to determine the cash in the hands of the Treasurer.

Please submit your findings to this office on or before September 15, 2003.

For your guidance and compliance.


PACIENCIA P. MILAN
President