



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph

Office of the President

2 May 2014

MEMORANDUM NO. 109

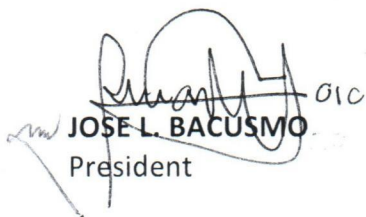
Series of 2014

T O: VSU Gasoline Station

R E: Proper Procedure in Issuance of Gasoline

It has come to the attention of this office that issuance of fuel are processed without the necessary supporting documents. Please be informed that only approved Requisition and Issue Slip (RIS) with a copy of Trip Ticket shall be accommodated. This is to ensure that withdrawal of fuel is properly authorized and to facilitate payment from the different requesting department or offices.

For your guidance and compliance.


JOSE L. BACUSMO
President