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OFFICE OF THE PRESIDENT

September 1, 1993

MEMORANDUM NO. 169
Series of 1993

- T O: All Department Heads, Center Directors and Project In-Charge
- R E: Use of School Invoice for Sales of Agri-products and Timely Submission of Project Reports

As reported by the Commission on Audit departments, centers and production units are selling agricultural products after the original purpose of the research, demonstration or instructional projects has been attained. COA further reported that the practice of handling the production income and in disposing these agricultural products does not follow the provisions of COA Circular No. 84-239.

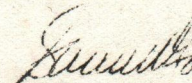
In view of the foregoing COA report, all Department Heads, Center Directors and Teachers In-Charge of Projects are enjoined to strictly follow the provisions of the above-mentioned circular. In addition, the following specific guidelines must be observed:

1. All sales of agricultural products must be acknowledged with school invoice. These school invoices are available at the Property Office.
2. Cash collections must be remitted to the Cashier weekly or when the amount of collection reaches P500.00.
3. Monthly project report must be submitted to the Agribusiness Project Office on time.

The Agribusiness Project Office is hereby authorized to monitor compliance with this memorandum and to institute other measures to meet the requirements set by COA.

Attached are the more important provisions of COA Circular No. 84-239.

Please be guided accordingly.


SAMUEL S. GO
President

cc: Vice President for Administration
Administrative Officer
Financial Management Officer
Director, Land Use and Agribusiness Projects
Head, Internal Control Unit
Records
File