



Mining Copy

22 February 2021

MEMORANDUM NO. 112
Series of 2021

T O: Ms. Queen-ever Y. Atupan *2/1/21*
R E: Designation as Head, Cash Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the Cash Office effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

You are directed to receive, collect, and deposit cash; prepare payrolls and process vouchers for payment of the University's obligations.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

Edgardo E. Tulin
EDGARDO E. TULIN
President

cc: OVPAA	ODF/Budget	Deans
OVPAF	IASO	Directors
OVPREI	Accounting	Records
OVPSAS	Cash	ODAHRD/PRPEO
OVPPRGAS	COA	File
OUS	Registrar	