



VISAYAS
STATE UNIVERSITY

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

Visca, Baybay City, Leyte 6521-A
Philippines
Phone/Fax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

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MEMORANDUM NO. 19

Series of 2017

**T O : ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/
UNITS**

**R E : Additional Guidelines on Processing of Disbursement Vouchers,
Payrolls and other Financial Documents**

In connection with OVPAF Memorandum No. 08 series of 2017 issued by this office, please be guided that submission would still be in three (3) copies. These are the following amendments:

- **Original copy (COA file)** contains all original copy of supporting documents and **duplicate of ORS/BURS.**
- **Copy 1 (Accounting Office file)** complete set of supporting documents, plus additional copy of payroll/voucher for claims of wages/salaries.
- **Copy 2 (Budget Office file)** contains only the **original ORS/BURS, duplicate copy** of payroll, PR, PO, Disbursement Voucher and Itinerary of Travel (whichever is applicable.)

This requirement will take effect immediately.

Your cooperation will be highly appreciated.

REMBERTO A. PATINDOL

Vice President for Administration and Finance