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December 4, 1986MEMORANDUM NO. 128
Series of 1986TO: All Department/Office Heads, Center Directors and
Project Incharge

SUBJECT: New Disbursement System

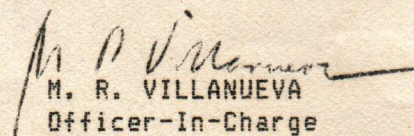
Please be informed that effective January 1, 1987, all releases shall follow the new disbursement scheme wherein treasury warrants shall be used to fund agency operations instead of the cash disbursement ceiling. Funds shall be released to the agencies through the PNB on monthly basis by fund, function and project. A Request for Funding Requirement shall be submitted for the monthly funding requirement of the College.

In view of this development, all department/office heads, center directors, project/study leaders and project managers of income generating projects are requested to submit their monthly cash requirement for us to be able to come up with more realistic and workable estimates. For expenditures chargeable against the general fund, the CY 1986 allotment shall be used as basis for the six-month projection for the CY 1987 budget.

Attached is the form for the Request for Funding Requirement to be accomplished in three (3) copies: the original to be submitted to the Budget Office; one (1) copy for the decision unit heads; and one (1) copy for your office.

Please submit this form on or before December 10, 1986. Failure to submit on the deadline may result in the non-inclusion of the funding requirement of the department/office/center/research and revolving fund projects in the overall College request for CY 1987.

Your cooperation is earnestly requested.


M. R. VILLANUEVA
Officer-In-Charge