

November 1, 1993 372

MEMORANDUM NO. 227  
Series of 1993

- T O: All Department Heads, Center Directors, Unit Heads/  
Managers and Project In-Charge
- R E: Use of School Invoice for Sales of Agri-Products, Rentals  
of Equipment & Space, Payments of Services and All Other  
Income of the Government and Timely Submission of Project  
Reports

It has been noted and reported by the Commission on Audit that some departments, centers, units and income generating projects of the College are selling agricultural products after the original purpose of the research, demonstration, or instructional projects has been attained, as well as charging rental/payment of equipment, space, services, etc.

The Commission on Audit further noted and reported that the practice of handling production income arising from these activities violate the provision of COA Circular No. 84-239.

In view of the foregoing COA report, all Department Heads, Center Directors, Unit Heads/Managers and In-Charge of all income generating projects of the College are enjoined and directed to strictly comply with the provisions of the above-mentioned circular.

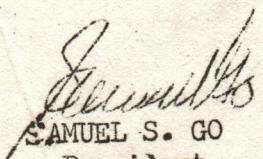
The following specific guidelines must be strictly followed:

1. All sales of agricultural products, rentals/payments of equipment, space, service, etc. must be acknowledged with school invoice. These school invoices are available and can be secured at the SIMD 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 within five (5) days after the end of the month.

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

This Memorandum supercedes Memorandum No. 169, series of 1993 issued earlier by this office and takes effect on the date aforesaid above.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Vice President for Administration  
Administrative Office  
Financial Management Office  
Director, Land Use & Agribusiness Project Unit  
Head, Internal Control Unit  
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