

OFFICE OF THE PRESIDENT

October 28, 1993 377

MEMORANDUM NO. 234  
Series of 1993

T O: All Concerned

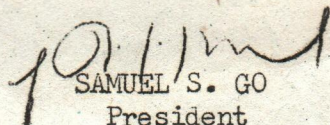
SUBJECT: Prepayment Vouchers

There are supplies and materials requisitioned by department/centers/offices/projects which can not be purchased by the SPMD in cash. As a remedy, VISCA resorted to prepayments.

Unfortunately, after the requisitioned items are purchased and the vouchers are processed, there are end-users who are not cooperative by not facilitating prompt submission/compliance of auditing requirements like submission of waste materials.

In order therefore to prevent delay of processing of these kind of vouchers, the Supply Office is instructed not to serve Purchase Orders subject to prepayment unless the end-user submits the required documents.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Dr. N. P. Pascual  
Mr. A. C. Arradaza, Jr.  
All Departments/Centers/Offices  
Records  
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