



30 January 2023

MEMORANDUM NO. 226
Series of 2023

T O: Ms. Queen-ever Y. Atupan
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 February 1, 2023 until December 31, 2023 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
President

cc: OVPA	ODF/Budget	Deans
AF	OHIA	Directors
PREI	Accounting	Records
OVPSAS	Cash	ODHRM/RSPPRO
OVPPRGAS	COA	File
OUS	Registrar	