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Office of the President

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MEMORANDUM CIRCULAR NO. 13

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T O: All Concerned

R E: Use of Government Funds for Catering Services

Due to reduced SUCs allocation for MOOE on a yearly basis until the MOOE allocation of SUCs is reduced to the necessary minimum, it is a necessity for SUCs to generate funds to support its maintenance and operating expenses. It is a must, therefore, for this university to promote income generating activities to plow back its funds expended for various activities. Since the University Guest House is considered one potential income earner of the university, these guidelines are issued regarding the use of government funds to pay for catering services.

Effective immediately, therefore, only disbursements for catering services out of university funds payable to the LSU Guest House shall be allowed. Payment of catering services outside of the LSU Guest House shall be allowed only if the activity where the catering services will be availed is held outside of the university campus **or** when the LSU Guest House is already booked that can no longer accept additional catering services. Payment in this regard may be allowed if a waiver is executed by the Guest House Manager stating reasons why it can not provide the catering services needed.

For information and compliance.


PACIENCIA P. MILAN
President

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	COA	
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