



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

22 February 2002

MEMORANDUM NO. 74

Series of 2002

**T O: All Vice Presidents, Deans, Directors, Department/Office Heads/Center
Directors including Deans of External Campuses**

R E: Financial Requirement for CY 2002

Please submit your CY 2002 funding requirements by unit/project using the new account codes under the New Government Accounting System categorized as follows:

General Fund

Personal Services

1. List of personnel (regular, casual and contractual employees)
2. Student assistant/labor
3. Honoraria – segregated for part-time graduate assistants, overload, resource persons, etc.

MOOE

1. The total amount shall be based on CY 2001 allocation. Any request for increase in allocation shall be prioritized and justified.
2. Traveling Expenses – Local – shall be supported with pertinent details such as names of the employees who shall go on travel, their destination, period of travel, purpose of travel and the corresponding amount required.
3. Repairs and Maintenance shall be specific e.g., school buildings, buildings, other structures, heavy, technical and scientific, IT hardware and software, motor vehicles, office equipment, etc.
4. Supplies and Materials shall be by nature or type of supplies such as cooking gas, office supplies, spare parts, medical/dental/laboratory supplies, etc.

5. Communication Expenses shall be classified into Telephone/Internet and Postage and Deliveries.
6. Library books and materials and other specific item of expenditures where applicable.

Equipment Outlay


The FY 2002 appropriation for equipment outlay is specifically for IT Equipment and Software thus, any request for equipment shall be sourced from income which is limited. In determining the equipment requirements of operating units, the following guidelines shall be considered:

1. Equipment directly needed in the performance of line functions shall be given priority over items intended for administrative and support services.
2. The repair and rehabilitation of existing equipment shall be considered as an alternative to the purchase of new items.
3. The optimum utilization of existing equipment shall be a precondition for the purchase of additional ones. The policy of sharing equipment like copying machines, audio-visual and other similar types, shall be adopted.
4. Requests to replace non-serviceable equipment considered extremely necessary shall be given priority over the purchase of additional items to be supported with an Inventory and Inspection Report.
5. Inventory of equipment

INCOME (STF/IGP)

1. Indicate the specific sources of income corresponding to the new account code and the amount.
2. Nature of expenditures authorized to be incurred chargeable against said revenues.

The external campuses shall present separately the funding requirements for the high school and in addition, an annual procurement program shall be submitted for supplies/materials/equipment which we regularly require from the departments/offices/centers in campus. Please submit the above data on or February 28, 2002.


PACIENCIA P. MILAN
President