



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President

24 March 2000

MEMORANDUM CIRCULAR NO. 24
Series of 2000

T O: All ViSCA Staff Concerned

R E: Liquidation of Cash Advances Within 30 Days

This office is reminding all ViSCA staff concerned to liquidate their cash advances either for the purchase of supplies, materials and services or for travel within 30 days from the date of receipt of said cash advance. The Accounting Office is requested to send reminders to staff who cannot liquidate their cash advances within the prescribed period.

Except for extremely justifiable reason to be determined by the Accountant, no official should be allowed to secure another cash advance if a previous cash advance is still unsettled.

Cash advances of staff which remains unliquidated for 120 days or more in spite of reminders from the Accounting Office should be deducted from the salaries of the staff concerned. The Cash Division is authorized to do the deduction upon written notice from the Accountant.

For compliance.


PACIENCIA P. MILAN
President

cc: Accounting Office
Cash Division
OVPA
OAA
Records
File