

OFFICE OF THE PRESIDENT

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May 15, 1990

MEMORANDUM CIRCULAR NO. 101

TO: All Department Heads, Center Directors and Project Managers

SUBJECT: Recording and Reporting of Income Generating Projects

1.0 Purpose

This circular is issued to prescribe uniform procedures for the recording and reporting of animal and soil products pursuant to COA Circular No. 34-239 dated August 15, 1984 as well as non-agricultural products acquired or produced by the different operating units of the College either as their regular function or as an additional or special projects.

2.0 Coverage

2.1 Animal or soil products purchased, raised or acquired free of charge for research, instructional and demonstration purposes which form part of the regular function of the college. These are classified either as General or Trust Fund.

2.2 Production of soil and animal products as a special project or income-producing activity. These projects are classified under the Revolving Fund.

2.3 Non-agricultural projects which are classified under General, Trust or Revolving Fund.

3.0 Guidelines

3.1 Procurement

Purchases of products and supplies shall be governed by established procedures on government procurements.

3.2 Sales/Collections

a. Sales made at the project sites shall be issued serially numbered project sales invoices (separate sets for cash and credit sales).

b. Cash shall be turned over to the Cash Division once the amount reaches P500.00.

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- c. Sales on account to casual/contractual employees or to outsiders shall be discouraged. If granted, a regular employee should guarantee payment and shall be made only upon approval by proper authority. The terms and conditions in the credit sales invoice shall be enforced. The project manager shall be held accountable for any unauthorized credit.

3.3 Accounting

- a. Recording of transactions shall use the accounts prescribed in the Standard Government Chart of Accounts.
- b. The accounting treatment of animal and soils products shall vary according to the purpose or nature.
- c. Products which perish or issued for institutional use or consumption or given away shall be supported by a properly approved RIV and those items which deteriorated or were spoiled due to natural causes shall be supported by a Report of Waste Materials. This shall be the basis for dropping from the inventory account. In case of loss due to the negligence of the accountable officer shall be chargeable against him and shall refund the amount based on the prevailing market value. Reports of animal deaths shall be submitted to the Agency Head within two (2) days. The Agency Head shall constitute an Appraisal Committee to develop a cost system for each variety or specie of animal and soil products.
- d. The property officer shall update the property ledger card based on the appraisal/standard cost report submitted by the Appraisal Committee.

4.0 Reports

- 4.1 For agricultural projects (animal and soil), all the prescribed forms shall be used effective January 1, 1990 while the non-agricultural projects shall use only Project Forms 1, 1 Annex I, and 2 effective May, 1990.

4.2 Revised and new project forms

- a. Project Form No. 1, "Summary of Sales, Collections and Remittances"
- b. Project Form No. 1 - Annex I, "Monthly Production and Sales/Disposal Report"
- c. Project Form No. 2, "Monthly Report of Accountable Project Receipts"
- d. Project Form No. 3, "Monthly Report of Inventory"

- e. ASPPR Form No. 1, "Report of Animal Birth/Death/
Destruction"
- f. ASPPR Form No. 2, "Report of Planted Crops/
Destruction of Harvest"
- g. ASPPR Form No. 3, "Livestock Ledger Card"

4.3 The above forms and the corresponding instructions in filling them out are attached as Appendices "A" and "B" respectively.

4.4 The forms shall be submitted in six (6) copies not later than ten (10) days after the close of the month covered by the report distributed as follows:

Copies 1 and 3 - Accounting
2 - Property Officer
4 - FMO
5 - IGPO
6 - Project Manager

[Signature]
M. R. VILLANUEVA
President