



19 July 2018

**MEMORANDUM NO. 15**

Series of 2018

**T O: ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/UNITS**

**R E: Deadline for Submission of Financial Documents to Budget and Accounting Office**

In line with the provision of NBC No. 573 dated January 3, 2018 which sets Guidelines on the Release of Funds for FY 2018, the following deadlines for all funds (General Fund, Special Trust Fund, IGP and 101 Trust Funds) are set to comply with the deadlines set by DBM.

Particulars	Deadline
Purchase Requests (PRs)	July 31, 2018 (Tuesday)
Purchase Orders (POs)	August 15, 2018 (Wednesday)

Everyone is urged to adhere to the above deadlines especially in processing of Purchase Requests (PRs) which should only be completed within forty-five (45) days to determine year-end fund balances.

In addition, cancelled PRs/POs should be returned to Budget/Accounting Office for necessary fund adjustments.

For your strict compliance.

**REMBERTO A. PATINDOL**

Vice President for Administration and Finance