

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

October 1, 1996

Memorandum No. 142  
Series of 1996

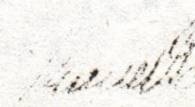
TO: All Concerned

RE: Memorandum Receipt as a Requirement for Final Inspection,  
Acceptance and Payment of Manufactured Pieces of  
Furniture

A number of furniture items as requested by departments/  
centers/offices are manufactured thru pakyaw contract for  
labor only. After the finished furniture items are inspected,  
the voucher for final payment is immediately processed and the  
finished products are released without the necessary  
memorandum receipt.

To assure that these newly manufactured pieces of  
furniture are covered with Memorandum Receipt upon completion  
and inspection, the Accounting Division is hereby directed not  
to process the final payment voucher unless the required  
Memorandum Receipt is attached to it. The Property Office is  
also directed to facilitate the fast and prompt preparation of  
these documents.

For compliance.

  
SAMUEL S. GO  
President

cc: Accounting Div.  
Property Office  
Records