

August 16, 1993 264

MEMORANDUM NO. 124
Series of 1993

T O: All ViSCA Staff

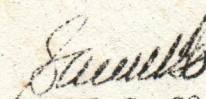
R E: PURCHASE OF SUPPLIES AND EQUIPMENT

Effective October 1, 1993 all supplies and equipment shall be purchased thru quarterly bidding scheduled for the purpose. Emergency purchase thru canvass will be allowed only when it involves loss of life or property or where the supplies to be purchased are perishable. In this regard, request for emergency purchase shall be certified by the Director or Department/Office Head concerned for approval by the College President or his authorized representative. Directors and Department Heads are enjoined to strictly observe the above mentioned requirements for emergency purchase.

Staff members concerned are therefore required to submit their quarterly procurement list, which includes the estimated cost, to the Budget Office for approval of the quantity and amount needed. The approved procurement list shall then be submitted to the Supply Office for review of specifications and inclusion in the quarterly bidding.

The SPMD is required to prepare and disseminate quarterly bidding schedule and rules in stating specifications. Similarly the Budget Office shall issue a memorandum informing all interested parties on how to fill up the procurement form.

For compliance.


SAMUEL S. GO
President

cc: COA
Budget
Accounting
SPMD
OBA
Administrative Officer
Vice President for Adm.
Records
File