



Budget Office

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**ADVICE OF SUB-ALLOTMENT
FY 2020**

GENERAL ADMINISTRATION AND SUPPORT SERVICES

Records Office (RO)

The following allotments are made available in support to programs and projects for the Calendar Year. It is the responsibility of the department/office heads and center directors to keep expenditures within the limit of the amounts allotted.

Breakdown:

Supplies	49,203.63
Travel	12,852.82
Fuel	9,707.66
R & M	1,134.07
Semi-Expendable	2,101.81
TOTAL	75,000.00

Note:

It is advised that you follow the above figure under its corresponding account titles. PR's pertaining to 2020 were already forwarded to BAC 1, hence there is no need to prepare another PR.

Prepared By:


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Noted:


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