



Budget Office

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**ADVICE OF SUB-ALLOTMENT
FY 2020**

HIGHER EDUCATION

Department of Business Management

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:

Travel	30,573.66
Supplies	60,805.08
Fuel	8,213.82
Semi-Expendable	45,746.41
Other Prof.	11,750.33
R & M	4,677.31
Printing	1,825.29
Other MOOE	11,408.08
TOTAL	175,000.00

below 15% each (PR)

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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2/12/20