

O.P.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

May 11 3 45, 1995

MEMORANDUM NO. ~~62~~
Series of 1995

T O: Agricultural Project Managers

R E: Return of School Invoice to Property Office & Use of
"Order of Payment Form"

1. By virtue of the creation and establishment of the VISCA Agribusiness Commodity (ABC) Market per Memorandum No. 109, series of 1994 by the College President, the selling of all agricultural products produced by college IGPs are centrally done at the ABC market area.

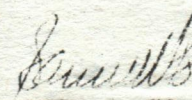
2. With this set-up the selling of these farm products are no longer done at the project site. The disposal/release of these products to ABC market is done through the use of "Order of Payment Form" in the possession of the project manager which he will properly accomplish before disposing/releasing the products to ABC market.

3. Effective immediately all invoices used and unused still in the possession of the agricultural project managers should be returned to the Office of the Property Custodian of the college.

4. In lieu of these receipts/school invoices, all agricultural project managers are directed to withdraw from LUAPO "Order of Payment Forms" which are serially numbered for their use in transacting business with the ABC market.

5. This memorandum takes effect on the date cited above.

For compliance.


SAMUEL S. GO
President

cc: Vice President for Administration
Dept. Heads/Center Directors/Unit/Office Heads
Accounting Division
ICU
COA
Records