



25 October 2018

MEMORANDUM NO. 23

Series of 2018

**T O : ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/
UNITS**

**R E : Deadlines for Submission of Financial Documents to the Budget and
Accounting Office**

In line with the provision of NBC No. 573 dated January 3, 2018 which set Guidelines on the Release of Funds for FY 2018, the following deadlines for all funds (General Fund, Special Trust Fund, IGP, and 101 Trust Funds*) are set to comply with the deadline set by DBM.

Particulars	Deadline
Purchase Orders (POs)	November 15, 2018 (Thursday)
Disbursement Vouchers and Final Petty Cash Replenishment/Liquidation (All Petty Cash must be replenished to include only OR's dated December 7 and earlier. Replenishment beyond said cutoff date will not be reimbursed.)	December 7, 2018 (Friday)
Payroll (for second quincena)	December 20, 2018 (Thursday)
Pre-Travel (urgent and important matters)	Will be entertained within December subject to liquidation upon return to station but not later than December 20, 2018

*to Accounting Office

In addition, cancelled PRs/POs should be returned to the Budget/Accounting Office not later than November 15, 2018 for necessary fund adjustments.

For your strict compliance.

REMBERTO A. PATINDOL

Vice President for Administration and Finance

VSU's Vision: A globally competitive university for science, technology, and environmental conservation.

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.