



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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23 September 2022

MEMORANDUM NO. 34

Series 2022

TO : All Vice Chancellors, Deans, Directors and Unit Heads

SUBJECT: **Deadline for CY 2022 Obligations and Disbursements under the GENERAL FUND and REVOLVING FUND**

As discussed during the entrance conference with the new COA Auditor for the timely submission of financial reports, please be advised that all **Purchase Orders** chargeable against the **CY 2022 GAA and Revolving Funds (Income)** shall be accepted for processing at the **Budget Management Office and Accounting Office** until **Friday, 28th of October 2022**, while submission of **disbursement vouchers** shall be accepted until **Friday, 18th of November 2022** only, except payment of utilities and salaries of ICS/JOs.

For strict compliance.

ROLANDO T. BELLO
Vice Chancellor