



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

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17 October 2023

MEMORANDUM NO. 36

Series of 2023

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

SUBJECT: **Deadline for Submission of Disbursement Vouchers for Payment Processing**

To ensure payment of all UIS approved disbursement vouchers (DVs), the following deadlines for submission at the Cashier's Office shall be strictly observed:

A. For Disbursement Vouchers of **salaries/telephone/electricity/water**

Deadline for submission	To be submitted to
19 December 2023 (Tuesday)	Cashier's Office for payment

B. For other disbursement vouchers not mentioned above such as **for supplier, honorarium, other benefits, reimbursement, allowances, and the likes**

Deadline for submission	To be submitted to
15 December 2023 (Friday)	Cashier's Office for payment processing

Please be reminded that only UIS approved vouchers with complete requirements will be received until the above deadlines. Processing of payment will commence immediately after the date it was received. All vouchers forwarded to the Cashier's Office after the above dates will be processed on the first working day of the succeeding year.

For strict compliance.


ROLANDO T. BELLO
Vice Chancellor