



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines 4031

Office of the Vice-Chancellor for Administration

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18 September 2018

MEMORANDUM NO. 38

Series of 2018

**T O: All Vice-Chancellors, Deans, Directors,
Department Chairs, Unit Heads, BAC Goods and Services and
Technical Working Groups**

**SUBJECT: Deadline of Submission of Purchase Requests for FY 2018
for all Funds Ending on 31 December 2018**

In compliance with OVCA Memoranda No. 04 dated 07 February 2018 and No.2 dated 13 June 2018 regarding preparation and submission of Purchase Requests (PRs) for FY 2018 for all funds (General Fund, Revolving Fund and Trust Fund Ending on 31 December 2018), please be informed that the BAC Secretariat shall receive PRs for processing **until 25 September 2018 only**. Late submission will no longer be accepted.

For strict compliance.

A handwritten signature in blue ink, appearing to read "Crisanto A. Dorado".

CRISANTO A. DORADO
Vice Chancellor