



13 June 2023

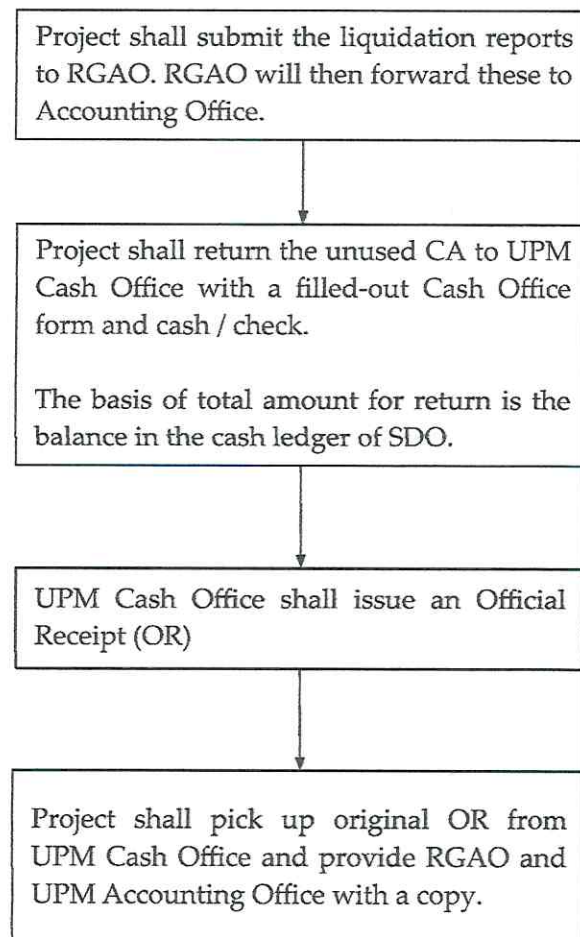
Memorandum No 2023- 003

To : All Project Leaders / Special Disbursing Officer (SDO)

Subject : Liquidation of Cash Advance

Relative to the recent Audit Observation Memo (AOM) No. 2023-0008 (2022) findings of the Commission on Audit (COA), please be informed that all Cash Advances (CAs) granted to the Special Disbursing Officer (SDO) of research projects will be subject to liquidation report. The UPM Accounting Office will no longer process the replenishment report for both ongoing and closed-out projects.

For projects with three (3) months or less before the end date, here are the instructions for the liquidation of CAs.





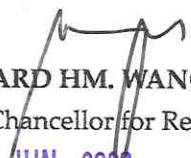
For ongoing projects, **utilize at least 75% of the CA first before requesting again for a new CA based on the balance of unused cash in the cash ledger of SDO after recording of the last liquidation report.**

Further, the request for a **new CA** must be accompanied by the following documents:

1. Admin Order (AO) - valid at least three (3) months from the expiry date
2. Fidelity bond - valid at least three (3) months from the expiry date

For further clarification, you may contact Research Grants Administration Office (RGAO) at 8567-2054, or email rgao@post.upm.edu.ph

Please be guided accordingly.


EDWARD H.M. WANG, MD, MSc
Vice Chancellor for Research

21 JUN 2023