




UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS FOUNDATION, INC.

UPLBFI

Memorandum No. 15

To: All project leaders, study leaders, project staff and unit heads

From: 
CASIANO S. ABRIGO, JR.
Executive Director

Date: February 18, 2016

Subjects: Multiple cash advance requests charged to service accounts or project funds

Multiple cash advances (CA) charged to either service accounts or project funds are allowed on the following conditions:

1. For service accounts
 - a. Requesting parties must be different authorized persons
 - b. Each CA will be used in different activities
 - c. The requesting party has no expired or overdue CA
 - d. The request must be approved by the unit head where the CA is based
2. For projects
 - a. A project leader with more than one project is entitled for CA for each project provided he/she has no unliquidated or expired CA in any project.
 - b. Projects with multiple studies, each study leader is entitled for CA endorsed by the project leader provided the study leader has no expired CA
 - c. Project staff or administrative staff may request CA for not more than 20,000 provided he or she has permanent appointment at UPLB.

For your information and compliance.