

Republika ng Pilipinas
PAMBANSANG PANGASTIWAN NG PATUBIG
(National Irrigation Administration)
Diliman, Lungsod ng Quezon

MC # 65, s. 1973

MEMORANDUM CIRCULAR

TO : ALL CASHIERS, SPECIAL DISBURSING OFFICERS,
AND OTHERS CONCERNED.
National Irrigation Administration
SUBJECT : Requisition of PNB Blank Checks from the Bureau of
the Treasury.

For the information and guidance of all concerned, reproduced hereunder is Treasury Memorandum Circular No. 70-73 of the Treasurer of the Philippines: -

"TREASURY MEMORANDUM CIRCULAR NO. 70-73

TO : All Heads of National Government Bureaus, Offices, and Agencies, Self-Governing Board and Commission, Regional Field Offices, and State Colleges and Universities and National Disbursing Office and Others Concerned.

SUBJECT : Requisition of PNB and FVB Blank Checks from the Bureau of the Treasury.

For the information and guidance of all concerned, there is quoted hereunder the pertinent portion of Finance Department Memorandum Circular No. 11-73 dated May 9, 1973, to wit:

"The blank checks shall be requisitioned from the Bureau of the Treasury by the Head of Office or his duly authorized representative."

This Circular is being issued in view of numerous reports received by the undersigned that national disbursing officers in the provinces and cities still continue to requisition blank checks from the Treasury Fiscal Examiners. The initial supply of blank checks direct to national disbursing offices in the provinces and cities by the Treasury Fiscal Examiners was resorted to merely to fill the gap of their immediate needs so as not to hamper their normal operations. However, subsequent requisitions should be made in accordance with the above-quoted provisions of Finance Department Memorandum Circular No. 11-73.

This system of requisitioning blank checks by the agency heads was embodied in the said circular in order to have an internal and systematic control of the blank checks requisitioned from the Bureau of the Treasury instead of the disbursing officers requisitioning from the Treasury Fiscal Examiners.

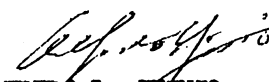
All those concerned are hereby requested to disseminate the contents of this circular to their respective disbursing officers so as to avoid disruption of their normal operations as regards the issuance of checks.

(SGD.) VICENTE P. RODRIGUEZ
Treasurer of the Philippines

July 26, 1973"

Cashiers and disbursing officers concerned should file their requisitions [General Form 45(A)] with the Central Office, Attention: Chief Corporate Accountant II, stating therein their Code Number and depository bank.

Please be guided accordingly.


ALFREDO L. JUINIO
Administrator

August 17, 1973

CRB/144