Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
**SAMAR COLLEGE**
Catbalogan City
Tel. No. (055) 543-8381

TO: **ALL SC EMPLOYEES**

SUBJECT: **POLICY ON SCHOOL/STUDENT-RELATED PURCHASES AND EXPENSES**

DATE: JULY 22, 2019

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This is to officially inform all SC employees about the policy and process on all school/student-related purchases and expenses.

**First**, all purchases and expenses, starting this 1st Sem., AY 2019-2020, concerning the school and the students shall be handled, coordinated and supervised by the Office of the Senior Vice-President for Administration.

- A formal notification including the proposal of the activity or purchase must be submitted to the said office. With all the necessary details, like the quantity and preferred quality of product/service needed, etc.
- Examples of these purchases and expenses are student books, student uniforms, practicum uniforms, shirts, catering services and the like.
- Only the Office of the SVP for Administration is authorized to directly negotiate, make arrangements and contract with the suppliers, sewers, manufacturers or contractors regarding the purchase and/or activity.

**Second**, all collections and financial transactions regarding the purchase and/or activity shall be made in the Finance Office under the supervision of the Senior Vice-President for Finance.

- No one, aside from the person/office mentioned, is authorized to collect payments or any monetary contribution from the students.
- All funds/payments shall only be released directly to the suppliers, sewers, manufacturers or contractors by the Finance Office upon the endorsement by the Office of the SVP for Administration.

**Third**, any transaction in violation of this policy shall make the said transaction void and shall not be recognized by the school as legal and shall subject the violator/s to administrative and other legal sanctions allowed by law.

For strict compliance.

**RHETT CAESAR L. PICZON**
Chairman/President