



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE CHANCELLOR

MEMORANDUM FOR THE CHANCELLOR

DATE: 10/10/2019

PROPOSAL FOR THE PURCHASE OF EQUIPMENT

THE CHANCELLOR, UNIVERSITY OF SANTO TOMAS

DATE: 10/10/2019

take office equipment for computer and for other related equipment, please follow the following procedure when borrowing equipment.

(a) The heads of the various departments/units/centers/offices/branches/colleges/schools/

1. Prepare a request form for the purchase of equipment.

2. Attach a copy of the request form to the budget of the department/office/branch/college/school/center.

3. Submit the request form and budget to the Office of the Chancellor.

4. The Office of the Chancellor will review the request and budget.

5. The Office of the Chancellor will approve or disapprove the request.

[Signature]
Secretary