**UNIVERSITY OF MEDICAL SCIENCES**



**LAJE ROAD, ONDO, ONDO STATE**

**INTERNAL MEMO**

***INTERNAL AUDIT***

***From****: PIA* ***To****: All Staff*

***Ref: unimed/audit/all staff/002******Date****: 20th March 2023*

**CIRCULAR ON UNRETIRED CASH ADVANCE**

Dear All,

In adherence to existing procedures on the retirement of cash advances, it is imperative that all holders of cash advances are expected to retire their cash advances on or before Friday 24th March, 2023 o avoid necessary sanctions.

For the avoidance of doubt, the updated list of cash advance holders can be checked at the Internal Audit.

Thank you.

Signed:

Omoware Ayodele

For: PIA

CC:

Vice-Chancellor

Deputy Vice-Chancellor (Admin)

Deputy Vice-Chancellor (Academic)

Registrar

Bursar

Ag. Librarian

All Staff

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 **UNIVERSITY OF MEDICAL SCIENCES**

**P.M.B. 536, LAJE ROAD, ONDO CITY, ONDO STATE**

 **INTERNAL AUDIT**

 **INTERNAL MEMORANDUM**

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** AEO |  | **To:** Bursar |  |
| **Through**: PIA |  |  |  |
| **Ref:** |  | **Date:** 20th March, 2023 |  |

**SUBJECT:**  **DELAY IN GETTING CASH ADVANCE APPLICATION FORM.**

I write to complain on delaying in the cash advance application from the bursary department I have met with the officer in charge on many occasions but I have not received any response.

There is a bulk of cash advance(s) retired piled up as a result of no application to work on them.

Sir, you may wish to direct further.

Omoware Ayo

AEO Internal Audit.