



Philippine Practical Shooting Association

550 Edsa Cubao Brgy. Socorro Quezon City
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21 January 2009

MEMORANDUM CIRCULAR ACD 2-2009

SUBJECT: Policies regarding sanctioning fee share

TO : All Area Directors, NROI

I. Objectives

1. To prescribe uniform policies and procedures on releasing of sanctioning fee share

II. Guidelines and Procedure

1. All sanction matches full payment should be paid within 7 days from the last day of the match. Area Directors are responsible in the collection of such amount, if no payment was received by the PPSA secretariat office. The Treasurer shall give the AD a list of delinquent accounts on a quarterly basis.
2. Share of Sanctioning fee is based on the agreement that the said match has already been fully paid. The Treasury has no responsibility to share the sanctioning fee if only the down payment is paid, unless the total amount collectible is less than that of the down payment.
3. Release of the sanctioning fee is every 10th of the following month in which full payment of the match was incurred.
4. Payee of the check shall be the that of the Area Director or PPSA - NROI (for NROI only), unless otherwise, requested and agreed upon by the Board.
5. Area Directors and NROI shall prepare an accounting of their revenue generation and disbursement activity on a quarterly basis and shall be duly signed by the Area Director.

III. Guidelines and Procedures

All other issuances and/or portions thereof that are inconsistent herewith are hereby revoked and/or amended accordingly.

IV. Effectivity

This Order shall take effect immediately.

Anton Lorenzo
Treasurer

Hon . Juan Ponce Enrile
President