



## 5. Processing of Disbursement Voucher/ Payroll & Other Government Money Payment

This Process requires thorough review of the required documents to be attached on the vouchers which depends on the nature of the disbursements. Aside from this, the availability and source of funds is also checked for the approval of the said disbursement.

<b>Office or Division</b>	Office of the Municipal Accountant	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	G2G - Government to Government	
<b>Who May Avail</b>	Suppliers & Employees	
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Purchase of Supplies</b>		
Obligation Request (1Original & 1Duplicate Copy)	by Office/Department	
Disbursement Vouchers (1Original & 1Duplicate Copy)	by Office/Department	
Inspection & Acceptance Report (1Original & 1Duplicate Copy)	by Office/Department	
Delivery Receipt (1Original & 1Duplicate Copy)	by Office/Department	
Purchase Request (1Original & 1Duplicate Copy)	by Office/Department	
Purchase Order (1Original & 1Duplicate Copy)	by Office/Department	
Pre & Post Inspection Report (1Original & 1Duplicate Copy)	by Office/Department	
Report of Waste Materials (1Original & 1Duplicate Copy)	by Office/Department	
BIR Form (1Original & 1Duplicate Copy)	by Office/Department	
Letter Request (1Original & 1Duplicate Copy)	by Office/Department	
List of Recipients (1Original & 1Duplicate Copy)	by Office/Department	
Acknowledgement Receipt & Equipment (1Original & 1Duplicate Copy)	by Office/Department	
Sealed Canvass (1Original & 2 Duplicates)	by Office/Department	



Abstract of Canvass (1Original & 1Duplicate)	by Office/Department
<b>Cash Advances</b>	
Obligation Request (1Original & 1Duplicate Copy)	by Office/Department
Disbursement Vouchers (1Original & Duplicate Copy)	by Office/Department
Travel Order (1Original & 1Duplicate Copy)	by Office/Department
Letter of Invitation (1Original & 1Duplicate Copy)	by Office/Department
Itinerary of Travel (1Original & 1Duplicate Copy)	by Office/Department
<b>Payment of Honorarium</b>	
Obligation Request (1Original & 1Duplicate Copy)	by Office/Department
Disbursement Vouchers (1Original & 1Duplicate Copy)	by Office/Department
Project Design (1Original & 1Duplicate Copy)	by Office/Department
Approved Office Order (1Original & 1Duplicate Copy)	by Office/Department
Lecturer Report (1Original & 1Duplicate Copy)	by Office/Department
Acknowledgement Receipt (1Original & 1Duplicate Copy)	by Office/Department
<b>Purchase of Services</b>	
Obligation Request (1Original & 1Duplicate Copy)	by Office/Department
Disbursement Vouchers (1Original & 1Duplicate Copy)	by Office/Department
Acceptance & Inspection Report (1Original & 1Duplicate Copy)	by Office/Department
Purchase Order/Contract (1Original & 1Duplicate Copy)	by Office/Department



Purchase Request (1Original & 1Duplicate Copy)	by Office/Department
Receipt / Delivery Receipt (1Original & 1Duplicate Copy)	by Office/Department
Abstract of Canvass (1Original & 1Duplicate Copy)	by Office/Department
Sealed Canvass (1Original & 1Duplicate Copy)	by Office/Department
BIR Form (1Original & 1Duplicate Copy)	by Office/Department
Pre & Post Inspection Report (1Original & 1Duplicate Copy)	by Office/Department
Memorandum of Agreement (1Original & 1Duplicate Copy)	by Office/Department
List of Recipients (1Original & 1Duplicate Copy)	by Office/Department
Letter Request (1Original & 1Duplicate Copy)	by Office/Department
Status of Accomplishment (1Original & 1Duplicate Copy)	by Office/Department
Certificate of Acceptance (1Original & 1Duplicate Copy)	by Office/Department
<b>Public Bidding</b>	
Publication (1Original & 1Duplicate Copy)	by Office/Department
Notice of bid (1Original & 1Duplicate Copy)	by Office/Department
Abstract of Bid (1Original & 1Duplicate Copy)	by Office/Department
Bidders Bond (1Original & 1Duplicate Copy)	by Office/Department
Letter of Award / Acceptance of Bid Proposal (1Original & 1Duplicate Copy)	by Office/Department
Purchase Order / Contract (1Original & 1Duplicate Copy)	by Office/Department
Program of Works (1Original & 1Duplicate Copy)	by Office/Department



Notice of Commerce Work (1Original & 1Duplicate Copy)	by Office/Department
Report of Accomplishment Certificate (1Original & 1Duplicate Copy)	by Office/Department
Inspection Report (1Original & 1Duplicate Copy)	by Office/Department
Performance Bond (1Original & 1Duplicate Copy)	by Office/Department
Plans & Specifications (1Original & 1Duplicate Copy)	by Office/Department
Notice of Winning Bidders (1Original & 1Duplicate Copy)	by Office/Department
Certificate of Acceptance (1Original & 1Duplicate Copy)	by Office/Department
Blue Print (1Original & 1Duplicate Copy)	by Office/Department
Statement of Work Accomplish (1Original & 1Duplicate Copy)	by Office/Department
Certificate of Completion (1Original & 1Duplicate Copy)	by Office/Department
Bidders Tender Form (1Original & 1Duplicate Copy)	by Office/Department
Report of Local Inspectorate Team / PMC (1Original & 1Duplicate Copy)	by Office/Department
Contractors Accreditation (1Original & 1Duplicate Copy)	by Office/Department
Agency Estimate (1Original & 1Duplicate Copy)	by Office/Department
Evidence that Contractor is Duly License & Register (1Original & 1Duplicate Copy)	by Office/Department
Statement of Time Lapse & Work Accomplishment (1Original & 1Duplicate Copy)	by Office/Department
<b>Payment of First Salary</b>	
Obligation Request (1Original & 1Duplicate Copy)	by Office/Department



Disbursement Vouchers (1Original & 1Duplicate Copy)	by Office/Department
Certified True Copy of Appointment (1Original & 1Duplicate Copy)	by Office/Department
Certified True Copy of Oath of Office (1Original & 1Duplicate Copy)	by Office/Department
Evidence of Services Rendered / DTR (1Original & 1Duplicate Copy)	by Office/Department
Certificate of Assumption of New Appointed (1Original & 1Duplicate Copy)	by Office/Department
Statement of Assist & Liabilities (1Original & 1Duplicate Copy)	by Office/Department
<b>Payment of Deferential</b>	
Obligation Request (1Original & 1Duplicate Copy)	by Office/Department
Disbursement Vouchers (1Original & 1Duplicate Copy)	by Office/Department
Certified True Copy of Appointed or Salary Adjustment Notice (1Original & 1Duplicate Copy)	by Office/Department
Certificate of Service or Property Accomplishment / DTR (1Original & 1Duplicate Copy)	by Office/Department
Certificate of Assumption in New Office (1Original & 1Duplicate Copy)	by Office/Department
<b>Payment of Maternity Leave</b>	
Obligation Request (1Original & 1Duplicate Copy)	by Office/Department
Disbursement Vouchers (1Original & 1Duplicate Copy)	by Office/Department
Approved Maternity Leave Absence (1Original & 1Duplicate Copy)	by Office/Department
Certificate of Status of Appointment & Length of Services in Government for First Claims (1Original & 1Duplicate Copy)	by Office/Department



Certified True Copy of Marriage Contract for First Claim (1Original & 1Duplicate Copy)		by Office/Department		
Clearance From Money & Property Accountability in Excess of 30 days (1Original & 1Duplicate Copy)		by Office/Department		
Medical Certificate of Attending Physician (1Original & 1Duplicate Copy)		by Office/Department		
<b>Payment of Terminal Leave</b>				
Approved Terminal Leave (1Original & 1Duplicate Copy)		by Office/Department		
Complete Services Record (1Original & 1Duplicate Copy)		by Office/Department		
Clearance From Money & Property Accountability (1Original & 1Duplicate Copy)		by Office/Department		
Statement of Assist & Liabilities (1Original & 1Duplicate Copy)		by Office/Department		
Copy of Last Appointment (1Original & 1Duplicate Copy)		by Office/Department		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Forward Disbursement Voucher, Payroll & Other Government Money Payment to the accounting information desk	1. Receive and record accomplished disbursement vouchers/payrolls with supporting documents for transaction numbers	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accounting
	1.1. Verify as to the existence of appropriation and update allotment in the registries	None	5 Minutes	<i>Administrative Officer VI</i> <i>Administrative Officer II</i> Office of the Municipal Accountant
	1.2. Check completeness/validity & Legality of Documents attached	None	15 Minutes	<i>Administrative Officer II</i> <i>Administrative Aide II</i> Office of the Municipal Accountant



1.3. Review and Sign Box A of Disbursement voucher	None	3 Minute	<i>Municipal Accountant</i> Office of the Municipal Accountant
1.4. Segregation of Original Documents from duplicate	None	5 Minutes	<i>Administrative Aide I</i> Office of the Municipal Accountant
1.5. Submit original vouchers and duplicate supporting documents to the Office of the Municipal Treasurer for availability of funds	None	3 Minutes	<i>Staff In Charge</i> Office of the Municipal Accounting
<b>TOTAL:</b>	<b>None</b>	<b>33 Minutes</b>	