



## 7. Processing of Purchase Request and Program of Works

This is the startup document required to process procurement. The Head of the end user shall sign the first box, the second box is signed by the Treasury Office to signify the availability of the requested amount and the last box is signed by the Mayor.

<b>Office or Division</b>	Office of the Municipal Accountant			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G - Government to Government			
<b>Who May Avail</b>	Supplier & Employees			
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Purchase Request (1Original & 1Duplicate Copy)		by Office/ Department		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Forward Purchase Request to the accounting information desk	1. Receive & record accomplished Purchase Request/ Program of Works as receipt of documents	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
	1.1. Verify as to the existence of appropriation and update allotment in the registries	None	3 Minutes	<i>Administrative Officer II</i> Office of the Municipal Accountant
	1.2. Forward the Purchase Request/Program of Works to the Office of the Municipal Treasurer	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accountant
<b>TOTAL:</b>		<b>None</b>	<b>8 Minutes</b>	