

## Disbursement Process

Applies to transactions (Check/ Petty Cash ) requiring payment or cash outflow.

<b>Office or Division:</b>	Accounting Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Government Official/Employee	
<b>Who may avail:</b>	Municipal Officials /Employees	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p><b>Payment of Meals/Snacks</b></p> <p>2 original copies each:</p> <ol style="list-style-type: none"> <li>1. Disbursement Voucher</li> <li>2. Obligation Request</li> <li>3. Receipts/Invoices/RERs</li> <li>4. Attendance Sheet</li> <li>5. Programme of Activity</li> <li>6. Acceptance/Inspection Report</li> <li>7. Purchase Order</li> <li>8. Purchase Request</li> <li>9. Contract of Service</li> <li>10. Canvass (at least 3)</li> <li>11. Training Design</li> </ol> <p><b>Payment of Office Supplies-outside PS</b></p> <ol style="list-style-type: none"> <li>1. Disbursement Voucher</li> <li>2. Obligation Request</li> <li>3. Official Receipt</li> </ol>	<ol style="list-style-type: none"> <li>1. Provided by Department Head/employee concerned</li> </ol>

4.Charge Invoice 5.Acceptance/Inspection Report 6.Purchase Order 7.Purchase Request 8.Certification: Non-availability 9.Abstract of Canvass 10.Canvass (at least 3 ) <b>Payment of Registration Fee for Seminar Attended</b> 1. Disbursement Voucher 2. Obligation Request 3. Official receipt 4. Invitation Letter 5. Schedule of Activities 6. Pre-registration Form <b>Payment for Gasoline/Diesel</b> 1. Disbursement Voucher 2. Obligation Request 3. Official Receipt 4. Charge Sales Invoice 5. Authorization Slip 6. Statement of Account 7. Vehicle's Trip Ticket				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE

1. Prepare and submit <b>all</b> supporting documents with <b>all</b> required signatures	1. Receive and verify completeness of duly signed supporting documents  1.1 Return incomplete supporting documents  1.2 Prepare Tax Forms if required	none	30 minutes	Accounting Clerk II/  Municipal Accountant  Accounting Office
2. Wait for the processing	2. Forward documents to Treasury Office for the preparation of Check and Bank Advice for check payments,  2.1 Step number 3 if payment is on cash	none	10 min	Rev. Collection Clerk II/Mun. Treasurer  Treasury Office
3. Wait for the processing	3. Forward documents to the Mayor's Office for the signature of the Municipal Mayor	none	10 min	Adm. Aide VI/  Municipal Mayor  Mayor's Office
4. Receive payment	4. Forward documents to the Treasury Office for payment	none	5 min	Adm. Aide VI/  Municipal Mayor  Mayor's Office
5. Receive payment	5. Release payment  5.1 Require Official Receipt/Sales invoice/proof of payment	none	5 min	Mun. Treasurer  Treasury Office
		TOTAL	1 hour	