

## Issuance of Obligation Request

Obligation Request is issued to certify that there is available appropriation for a certain disbursement.

<b>Office or Division:</b>	Municipal Budget Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Municipal Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			None	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for Obligation of Disbursement	1. Verify records and certify the availability of appropriation for certain disbursement	none	5 min	Mun. Budget Officer Budget Office
	TOTAL		5 min	