



# **ADMINISTRATIVE AND FINANCE DEPARTMENT—Quezon City**

## **EXTERNAL SERVICES**

## 6. Processing of Disbursement Voucher (DV) - External Client

Processing of Disbursement Voucher (DV) is a support process covering audit and payment of claims up to the payment to claimants.

Office or Division	Administrative and Finance Department	
Classification	Simple	
Type of Transaction	G2B - Government to Business G2G - Government to Government	
Who may avail:	External - Service Providers, Suppliers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>GENERAL REQUIREMENTS</b>		
Disbursement Voucher (1 original, 3 duplicate)		Requesting Party
Approved Obligation Request and Status (1 original, 2 photocopies)		Budget Division
<b>If Payment of Purchase of Goods and Services</b>		
Approved Purchase Request / Job Request (1 original, 2 photocopies)		Requesting Party
Purchase Orders / Job Orders ( 1 original, 2 photocopies)		Procurement Section
PhilGEPS		Requesting Party
RFQ and AOQ ( Request for Quotation and Abstract of Quotation) (1 original)		Procurement Section, BAC Secretariat
MIS (Materials Issuance Slip) (1 original)		Procurement Section
Invoices (1 original)		Service Provider
Inspection and Acceptance Report (1 original, 2 photocopies)		Inspection and Acceptance Committee
Notice of Award/Notice to Proceed (1 original)		Procurement Section
<b>If Payment of Other Disbursements</b>		
Billings / Statement of Accounts / Schedule of Remittances (1 original)		Requesting Party
Approved Purchase Request / Job Request (1 original, 2 photocopies)		Requesting Party
Purchase Orders / Job Orders ( 1 original, 2 photocopies)		Procurement Section
PhilGEPS (1 original)		Requesting Party
RFQ and AOQ ( Request for Quotation and Abstract of Quotation) (1 original)		Procurement Section, BAC Secretariat
MIS (Materials Issuance Slip) (1 original)		Procurement Section
Invoices (1 original)		Service Provider
Inspection and Acceptance Report (1 original, 2 photocopies)		Inspection and Acceptance Committee
Notice of Award/Notice to Proceed (1 original)		Procurement Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV (with signed/ approved Box A) with complete supporting documents to Accounting Division	1.1. Receive Document, Assigns Control Number and register in log book	None	5 mins	Receiving Clerk (Accounting Division)
	1.2. Review/verify documents, check validity, necessity, legality and authenticity of claims and conformity to existing laws, rules and regulations	None	30 mins	Accountant II, Financial Analyst I and II (Accounting Division)
	1.3. If incomplete: Prepare suspension slip and return document to claimant	None	5 mins	Accountant II, Financial Analyst I and II (Accounting Division)
	1.4. If complete, valid, legal, correct as to amount: Compute and deduct taxes if applicable, prepare Certificate of Tax Withheld if applicable Prepare Journal Entry and affix initial in Box B	None	30 mins	Accountant II, Financial Analyst I and II (Accounting Division)
	1.5. Certify documents, ensure completeness of documents and validity of claim	None	30 mins	Chief Accountant (Accounting Division)
	1.6. Forwards DV to the Budget and Treasury Division	None	5 mins	Clerk (Accounting Division)
	1.7. Receive Document, Assigns Control Number and register in log book	None	5 mins	Receiving Clerk (Budget and Treasury Division)
	1.8. Schedule fund allocation	None	5 mins	Budget Officer (Budget and Treasury Division)
	1.9. Prepare and issue Obligation and Request Status (ORS) and attached to the DV	None	10 mins	Budget Officer (Budget and Treasury Division)
	1.10. Certifies Budget availability on ORS Box B	None	5 mins	Chief Budget Officer (Budget and Treasury Division)
	1.11. Forward documents to the Head/ Manager of the requesting department	None	5 mins	Clerk (Budget and Treasury Division)
	1.12. Signs and certify on ORS Box A	None	10 mins	Head/Manager of requesting department

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.13. Forward documents to Agency Head/ Authorized Representative	None	15 mins	Clerk of requesting department
	1.14. Approves DV and signs on Box B	None	10 mins	Agency Head / Authorized Representative
	1.15. Forwards documents to the Budget and Treasury Division	None	5 mins	Clerk of the Agency Head / Authorized Representative
	1.16. Prepares check for signature	None	5 mins	Cashier (Budget and Treasury Division)
	1.17. Signs the check	None	5 mins	Authorized Class A signatory and authorized Class B signatory
	1.18. Release the check to claimant	None	5 mins	Cashier (Budget and Treasury Division)
2. Receives check and issue Official Receipt (OR) if applicable	2.1. Requires claimant to sign on the logbook	None	5 mins	Cashier (Budget and Treasury Division)
<b>TOTAL:</b>		<b>None</b>	<b>3 hrs, 15 minutes</b>	