



ACCOUNTING DEPARTMENT

Internal Services

2. CASH ADVANCE (CA)					
Processing of Disbursement Voucher for Cash Advance					
Office or Division:		GENERAL ACCOUNTING DIVISION (GAD)/DISBURSEMENT & CONTROL DIVISION (DCD)			
Classification:		Complex			
Type of Transaction:					
Who may avail:		Accountable Officer/Disbursing Officer			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Disbursement Voucher (DV-1 set) with complete supporting documents (1 original, 1 photocopy) Checklist at the back of DV			Originating Units/ Departments		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit DV with complete supporting documents for the following CA: Travel, Payroll, Special Purpose or COE (PS/MOOE)	1.1 Receive, record, and forward the DV to Disbursement Control Division for processing	None	7 minutes	Administrative Staff
		1.2 Check the accuracy and completeness of the attached documents		15 minutes	DCD - Voucher and Payroll Section
		1.3 Process DV		10 minutes	
		1.4 Issue Certification of no outstanding balance		15 minutes	GAD
		1.5 Review the DV, JEV, and supporting documents		15 minutes	DCD - Chief and Div. Manager
		1.6 Review and sign the JEV and DV		5 minutes	Department Manager
		1.7 Forward to Treasury/Manager, FSG		3 minutes	Administrative Staff
TOTAL			None	1 hr. & 10 mins.	