



FINANCIAL MANAGEMENT DEPARTMENT

External Services

7. DISBURSEMENT VOUCHER (DV)	
Office or Division:	COE Section, Financial Planning and Control Division, FMD
Classification:	Simple
Type of Transaction:	G2B - Government to Business/G2G - Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. GENERAL REQUIREMENTS	
1. Duly accomplished Disbursement Voucher	Requesting unit/office/department/region
2. Record/Document Tracking Form	
II. FIRST SALARY	
1. Appointment duly approved by appointing Authority	
2. Oath of Office	
3. Statement of Assets and Liabilities	
4. Certificate of Service or Daily Time Record	
5. Certificate of Assumption	
6. Additional Requirements in case of transfer: - Clearance from previous office - Certificate of last salary received from former office verified by auditor	
III. PROMOTIONS AND SALARY DIFFERENTIALS	
1. Approved Appointment of Notice of Salary Adjustment	
2. Certificate of Service or Daily Time Record	
3. Certificate of Assumption	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IV. COMMUTATION OF LEAVE	
1. Approved Application for Leave	
2. Certificate of Available Leave Credits	
3. Clearance, in excess of thirty (30) days	
4. Medical Certificate, if Sick Leave or Maternity Leave	
5. Marriage Contract for first Maternity Leave	
V. TERMINAL LEAVE	
1. Approved Application for Leave	
2. Complete Service Record	
3. Clearance from Money, Property and Legal Accountability	
4. Ombudsman Clearance	
5. Statement of Assets and Liabilities	
6. Copy of Last Appointment	
7. If due to Retirement, copy of Appointment showing highest last salary under last appointment is not the highest	
8. Additional requirements In case of field employees:	
- Clearance from Central Office	
- Clearance from Office of Last Assignment	
VI. RETIREMENT (Optional)	
1. All under Terminal Leave	
2. GSIS retirement gratuity adjudication	
3. GSIS Certificate of Clearance	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
VII. TRAVEL EXPENSES (Domestic)	
1. Travel Order	
2. Approved Itinerary of travel	
3. Certificate of Travel Completed	
4. Certificate of Appearance	
5. Tickets	
6. Receipt, if entitled to Travel Representation Allowance	
VIII. OVERTIME	
1. Certificate of Service or Daily Time Record	
2. Authority to Render Overtime Service	
3. Accomplished Report signed by Employee and Supervisor	
IX. PURCHASES	
1. Original Purchase Requisition	
2. Original Purchase Order	
3. Original Sales Invoice	
4. Certificate of Acceptance	
5. Inspection Report/Waiver of Inspection	
6. Result of Test Analysis by proper Government Agency if articles are subject to test	
Emergency Purchase	
- Canvass papers	
- at least three (3) price quotations from bonafide dealers	
- certificate of emergency purchase	
Purchase thru Exclusive Distributor	
- certificate of exclusive distributorship	
- certificate that there are no sub-dealers selling at lower prices and that no suitable substitutes are available	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Public Bidding					
- abstract of bid supported by winning bidder's offer and bid tenders of other participants					
- letter of award/acceptance					
- performance bond of winning bidder					
X. CLAIMS FOR REPAIRS					
1. Job Order/Contract					
2. Certificate that damage is due to fair wear or tear and not due to negligence					
3. Guaranty of the repairman					
4. Approved Purchase Order					
5. Pre/post-repair inspection by unit auditor					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Have the DV together with the supporting documents received by the Receiving Section of FMD	1.1 Stamps the DV with date received	none	3 minutes	Receiving Section
		1.2 Assigns a DV Number			
		1.3 Records in a log book the date received, document type, DV Number, name of requesting unit and amount			
		1.4 Forwards the DV to COE Section for processing			
2.		2.1 Evaluates request with complete supporting documents	none	5 minutes	Corporate Budget Officer B, COE Section
		2.2 Processes the DV -Checks computation -Indicates the Reference Number and DV Number -Affix initials and date processed			
		2.3 Forwards the DV to Chief Corporate Budget Officer B			



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.		3.1 Reviews the computation and supporting documents and affix initials	none	2 minutes	Chief Corporate Budget Officer B
		3.2 Forwards the DV to the Division Manager, FPCD			
4.		4.1 Reviews the computation and supporting documents and affix initials	none	2 minutes	Manager, FPCD
		4.2 Forwards the DV to the Department Manager, FMD			
5.		5.1 Reviews the computation and supporting documents and affix signature	none	2 minutes	Department Manager, FMD
		5.2 Returns the DV to the Receiving Section			
6.		6.1 Records in the log book the date of release to the client or to the Accounting Department's Receiving Section and let the client/AD sign in the log book	none	3 minutes	Receiving Section
		TOTAL		17 minutes	