



ACCOUNTING DEPARTMENT

Internal Services

3. LIQUIDATION, REPLENISHMENT AND REIMBURSEMENT					
Processing of Disbursement Voucher representing liquidation, replenishment and reimbursement					
Office or Division:		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	1.1 Receive, record, and forward the DV to Disbursement Control Division for processing	None	10 minutes	Administrative Staff
		1.2 Check/evaluate the accuracy, computation and completeness of the attached supporting documents		1 hour	DCD - Voucher and Payroll Section
		1.3 Process DV		15 minutes	
		1.4 Review the DV, JEV, and supporting documents		20 minutes	DCD - Chief and Div. Manager
		1.5 Review and sign the JEV and DV		5 minutes	Department Manager
		1.6 Forward to Treasury/Manager, FSG		5 minutes	Administrative Staff
TOTAL			None	1 hr. & 55 mins.	