



FINANCIAL MANAGEMENT DEPARTMENT

External Services

2. MEMORANDUM (REQUEST FOR FUNDING)				
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:		Requesting unit/office/department/region		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum Letter for the General Manager requesting the approval of budget		Requesting unit/office/department/region		
2. Record/Document Tracking Form		Requesting unit/office/department/region		
3. Approved Annual Procurement Program		Central Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Have the Memorandum together with the supporting documents received by the Receiving Section of FMD	1.1 Stamps the document with date received	none	3 minutes	Receiving Section
	1.2 Records in a log book the date received, document type, name of requesting unit and amount			
	1.3 Attaches the Internal Document Tracking Form (IDTF)			
	1.4 Forwards the Memorandum to the Department Manager, FMD			
2.	2.1 Endorses the Memorandum to the Division Manager, FPCD	none	1 minute	Department Manager, FMD



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.		3.1 Endorses the Memorandum to the Chief Corporate Budget Officer B, COE Section	none	1 minute	Manager, FPCD
4.		4.1 Endorses the Memorandum to the Corporate Budget Officer B, COE Section	none	1 minute	Chief Corporate Budget Officer B
5.		5.1 Evaluates request if provided for in the Board Approved COE Budget and supporting documents	none	5 minutes	Corporate Budget Officer B, COE Section
		5.2 Processes the Memorandum -Checks computation and amount to be funded -Assigns a Reference Number -Affix initials and date processed			
		5.3 Forwards the Memorandum to Chief Corporate Budget Officer B			
6.		6.1 Reviews the computation and amount funded and supporting documents and affix initials	none	2 minutes	Chief Corporate Budget Officer B
		6.2 Forwards the Memorandum to the Division Manager, FPCD			



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7.		7.1 Reviews the computation and amount funded and supporting documents and affix initials	none	2 minutes	Manager, FPCD
		7.2 Forwards the Memorandum to the Department Manager, FMD			
8.		8.1 Reviews the computation made and supporting documents and affix signature	none	2 minutes	Department Manager, FMD
		8.2 Returns the Memorandum to the Receiving Section			
9.		9.1 Records in the log book the date of release to the client or Financial Services Group (FSG) and let the client/FSG sign in the log book	none	3 minutes	Receiving Section
		TOTAL		20 minutes	