



ACCOUNTING DEPARTMENT

External Services

2. PAYMENT OF BILLINGS/CLAIMS - SUPPLIERS/SERVICE PROVIDERS						
Processing of Disbursement Voucher for payment of goods/services/utilities to Suppliers						
Office or Division:		DISBURSEMENT CONTROL DIVISION/BRANCH ACCOUNTING & PROPERTY DIVISION				
Classification:		Complex				
Type of Transaction:		G2B				
Who may avail:		Suppliers/Service Providers				
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			District/Regional/Main Office/Concerned Agencies			
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 Voucher Section for processing	None	15 minutes	DCD - Voucher Section	
		1.2 Check/evaluate the accuracy, computation and completeness of the attached supporting documents	None	2 hours		
		1.3 Validate deduction such as withholding tax as well as retention and recoupment of advances (for contractor)	None	30 minutes		
		1.4 Accomplish Tax Certificate	None	5 minutes		
		1.5 Prepare Journal Entry Voucher (JEV)	None	15 minutes		
		1.6 Review the DV, JEV, and supporting documents:	None	15 minutes		



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.7 Validate proper chargeability/JEV, secure copies of pertinent documents	None	10 minutes	Branch Accounting & Property Division
		1.8 Review and sign the JEV and DV	None	5 minutes	Department Manager
		1.9 Forward to Treasury/Manager, FSG	None	2 minutes	Administrative Staff
TOTAL			None	3 hrs. & 37 mins.	