



## **FINANCIAL MANAGEMENT DEPARTMENT**

### **External Services**

<b>6. PURCHASE ORDER (PO)</b>					
<b>Office or Division:</b>		COE Section, Financial Planning and Control Division, FMD			
<b>Classification:</b>		Simple			
<b>Type of Transaction:</b>		G2B - Government to Business/G2G - Government to Government			
<b>Who may avail:</b>		Central Bids and Awards Committee			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1. Duly accomplished Purchase Order		Central Bids and Awards Committee			
2. Record/Document Tracking Form		Requesting unit/office/department/region			
3. Approved Purchase Requisition		Requesting unit/office/department/region			
4. Canvass Papers		Requesting unit/office/department/region			
5. Quotation from dealers (with at least 3 price quotations)		Requesting unit/office/department/region			
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.	Have the PO together with the supporting documents received by the Receiving Section of FMD	1.1 Stamps the PO 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 Forwards the PO 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 PO -Checks computation and items indicated are all in the attached PR -Indicates the Reference Number -Affix initials and date processed			
		2.3 Forwards the PO 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 PO 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 PO 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 PO to the Receiving Section			
6.		6.1 Records in the log book the date of release to the client or Office of the General Manager and let the client/OGM sign in the log book	none	3 minutes	Receiving Section
		<b>TOTAL</b>		<b>17 minutes</b>	