



FINANCIAL MANAGEMENT DEPARTMENT

External Services

5. PURCHASE REQUISITION (PR)					
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. Duly accomplished Purchase Requisition			Requesting unit/office/department/region		
2. Record/Document Tracking Form			Requesting unit/office/department/region		
3. Executive Summary			Requesting unit/office/department/region		
4. Approved Annual Procurement Program			Central Bids and Awards Committee		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Have the PR together with	1.1 Stamps the PR 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 PR to COE Section for processing			
2.		2.1 Evaluates request if provided for in the Board Approved COE Budget and supporting documents	none	5 minutes	Corporate Budget Officer B, COE Section
		2.2 Processes the PR -Checks computation and amount to be funded -Assigns a Reference Number -Affix initials and date processed			
		2.3 Forwards the PR 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 amount funded and supporting documents and affix initials	none	2 minutes	Chief Corporate Budget Officer B
		3.2 Forwards the PR to the Division Manager, FPCD			
4.		4.1 Reviews the computation and amount funded and supporting documents and affix initials	none	2 minutes	Manager, FPCD
		4.2 Forwards the PR to the Department Manager, FMD			
5.		5.1 Reviews the computation made and supporting documents and affix signature	none	2 minutes	Department Manager, FMD
		5.2 Returns the PR to the Receiving Section			
6.		6.1 Records in the log book the date of release to the client or Office of the Assistant General Manager or Office of the Group Manager of the originating unit and let the client/OAGM/Office of the Group Manager of the originating unit sign in the log book	none	3 minutes	Receiving Section
		TOTAL		17 minutes	