

ACCOUNTING PROCESSING – SERVICES

Accounting-Processing Services PROCESSING OF DISBURSEMENT

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)
 Clients/Customers: Suppliers, Faculty, Administrative Staff and Student
 Requirement/s: Disbursement Voucher, Obligation Request and Supporting Documents
 Processing Time: 32 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
3	Wait for the processing of the service	FMO reviews DV and supporting documents and signs Box A of Obligation Request to certify the legality, propriety documents; if not, prepares transmittal letter with comments; Forwards documents to Budget Assistant	1 – 10 minutes	None	Accounting Staff	None
4	Wait for the processing of the service	Budget Assistant presents DV and supporting documents to Budget Officer	1 – minute	None	Accounting Staff	None
5	Wait for the processing of the service	Budget Officer reviews documents and available allotment for the claim and signs Box B of Obligation Request to certify the availability of obligation; Detaches one copy of Obligation Request and the supporting documents to the Budget Assistant	1 – 5 minutes	None	Accounting Staff	None
6	Wait for the processing of the service	Forwards Obligation Request and Supporting documents to Campus Accountant	1 – 2 minutes	None	Campus Accountant	None
7	Wait for the processing of the service	Receives Obligation Request and supporting documents from the Budget Office	1 – 2 minutes	None	Accounting Staff	None
8	Wait for the processing of the service	Performs initial review of the completeness of supporting documents and computes withholding tax to be deducted, if applicable. if incomplete, prepares transmittal letter to client for compliance of required documents	1 – 10 minutes	None	Accounting Staff	None

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9	Wait for the processing of the service	If valid and complete, the accounting records the transaction in the logbook and assigns DV to the Campus Accountant for Signature	1 – 2 minutes	None	Campus Accountant	None
10	Wait for the processing of the service	Receives Disbursement Voucher and supporting documents; Signs Box A of Disbursement Voucher to certify availability of fund and completeness of supporting documents; Forwards Disbursement Voucher to Processing Clerk	1 – 10 minutes	None	Accounting Staff	Disbursement Voucher
11	Wait for the processing of the service	Records Disbursement Voucher on releasing logbook; Detaches one copy of Obligation Request and forwards the same to the Budget Office; Forwards Disbursement Voucher and supporting documents to Cashier Office	1 – 3 minutes	None	Accounting Staff	None
12	Wait for the processing of the service	Receives documents from Accounting Office	1 - 2 minutes	None	Cashier	None
13	Wait for the processing of the service	Verifies Cash Balance; Prepares Check and records on Cashbook; Attaches check to DV; Forwards the DV with check and other supporting documents to the Office of the Authorized Representative for Approval	1 – 3 minutes	None	Cashier	None
14	Wait for the processing of the service	Signs Box B of Disbursement Voucher and Check; Forwards to releasing staff	1 – 2 minutes	None	Campus Accountant	Disbursement Voucher
15	Wait for the processing of the service	Receives the approved Disbursement Voucher, check and supporting documents	1 – 2 minutes	None	Campus Accountant	None

End of Procedure

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