



### 33. Payment of goods to suppliers below P50,000

Filing of payment for goods to suppliers below P50,000.

<b>Office or Division:</b>	Accounting Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	All Suppliers of Goods below P50,000 of Balanga Water District			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Sales Invoice (1pc., Original)	Supplier			
2. Delivery Receipt (1pc., Original)	Supplier			
3. Inspection & Acceptance Report (1pc., Original)	Senior Supply Officer			
4. Purchase Order (1pc., Original)	Senior Supply Officer			
5. Abstract of Quotations (1pc., Original)	Bid and Awards Committee			
6. Quotations from 3 Suppliers (1pc. per supplier, Original)	Senior Supply Officer			
7. Purchase Request (1pc., Original)	Senior Supply Officer			
8. Driver's Trip Ticket for payment of Gasoline (1pc. per driver, Original)	BLWD - Administrative Services Division			
9. Inventory Custodian Slip for tools & equipment below P15k (1pc., Original)	Senior Supply Officer			
10. Acknowledgement Receipt for Equip. (ARE) for equip. above P15k (1pc., Original)	Senior Supply Officer			
11. Warranty (if available) (1pc., Original)	Supplier			
12. Official Receipt (1pc., Original)	Supplier			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. Accepts complete attachments and prepare the Disbursement Voucher & Budget Utilization Slip and forwards it to the responsible supervisor who requested the payment.	None	10 minutes	Senior Accounting Processor A
2. None	2. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS.	None	3 minutes	Supervisor
3. None	3. Checks items in the Budget Utilization Slip if included in the Budget. Certifies	None	10 minutes	OIC Cash Management Division Manager



	the BUS and forwards it to Finance Dept. Manager.			
4. None	4. Certifies and signs the correctness of DV and supporting documents and the forwards it to the General Manager.	None	3 minutes	Finance Department Manager
5. None	5. Approves the Disbursement Voucher and Journal Voucher	None	3 minutes	General Manager
6. None	6. Prepares and signs the checks and then forward it to the General Manager	None	5 minutes	Supervising Cashier
7. None	7. Countersigns the check.	None	3 minutes	General Manager
8. Claims the check to the Supervising Cashier and issue official receipt.	8. Releases the check to supplier.	None	3 minutes	Supervising Cashier
<b>Total:</b>		None	40 minutes	