



34. Payment of goods to suppliers Above P50,000

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

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Suppliers of Goods above P50,000 of Balanga Water District			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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. Philgeps posting (1pc., Original)		Bid and Awards Committee		
9. Acknowledgement Receipt for Equip. (ARE) for equipment (1pc., Original)		Senior Supply Officer		
10. Notice of Award (1pc., Original)		Bid and Awards Committee		
11. Warranty (if available) (1pc., Original)		Supplier		
12. Official Receipt (1pc., Original)		Supplier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 the BUS and forwards it	None	10 minutes	OIC Cash Management Division Manager



	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	<i>3 minutes</i>	Finance Department Manager
5. None	5. Approves the Disbursement Voucher and Journal Voucher	None	<i>3 minutes</i>	General Manager
6. None	6. Prepares and signs the checks and then forward it to the General Manager	None	<i>5 minutes</i>	Supervising Cashier
7. None	7. Countersigns the check.	None	<i>3 minutes</i>	General Manager
8. Claims the check to the Supervising Cashier and issue official receipt.	8. Releases the check to supplier.	None	<i>3 minutes</i>	Supervising Cashier
Total:		None	40 minutes	