



43. Reimbursement of expenses of officers and employees above P1,000

Filing of Reimbursement of expenses of officers and employees above P1,000.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All officers and employees of BLWD with reimbursement above P1,000			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipts to be reimbursed (1pc., Original)		Officers/Employees		
2. Travel Order (for official business travel) (1pc., Original)		BLWD - Administrative Division		
3. Attendance Sheet (for department & board meetings) (1pc., Original)		Concerned Department		
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 to Finance Dept. Manager.	None	10 minutes	OIC Cash Management Division Manager
4. None	4. Certifies and signs the correctness of DV and supporting documents and the forwards it to the	None	3 minutes	Finance Department Manager



	General 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	