



## 46. Replenishment of Petty Cash Fund

Filing of Replenishment of Petty Cash Fund.

<b>Office or Division:</b>	Accounting Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All BLWD Board of Directors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Summary of Petty Cash Fund Voucher (1pc., Original)		Petty Cash Fund Custodian		
2. Petty Cash Fund Voucher (1pc., Original)		Petty Cash Fund Custodian		
3. Official Receipts reimbursed (1pc., Original)		Concerned BLWD Employees		
4. Purchased Request (for materials/supplies purchased) (1pc., Original)		BLWD - Administrative Division		
5. Job Order (for services availed) (1pc., Original)		BLWD - Administrative Division		
6. Accomplishment Report (for services availed) (1pc., Original)		BLWD - Administrative Division		
7. Travel Order (for expenses incurred on official business) (1pc., Original)		BLWD - Administrative Division		
8. Attendance Sheet (for department & board meetings) (1pc., Original – Department Meetings) (1pc., Photocopy – Board Meetings)		Concerned BLWD Department		
9. Collection Adjustment (for refund of water bill) (1pc., Original)		Utilities Customer Service Assistant		
10. Return Slip (for refund of materials) (1pc., Original)		BLWD - Administrative Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepare Summary of Petty Cash Fund Voucher.	None	15 minutes	Petty Cash Fund Custodian
2. None	2. 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
3. None	3. Certifies that the charges to appropriation/allotment necessary, lawful and	None	3 minutes	Supervisor



	under his direct supervision and signs the BUS.			
4. None	4. Checks items in the Budget Utilization Slip if included in the Budget. Certifies the BUS and forwards it to Finance Dept. Manager.	None	<i>10 minutes</i>	OIC Cash Management Division Manager
5. None	5. 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
6. None	6. Approves the Disbursement Voucher and Journal Voucher	None	<i>3 minutes</i>	General Manager
7. None	7. Prepares and signs the checks and then forward it to the General Manager	None	<i>5 minutes</i>	Supervising Cashier
8. None	8. Countersigns the check.	None	<i>3 minutes</i>	General Manager
9. None	9. Encashed the check to bank.	None	<i>30 minutes</i>	Petty Cash Fund Custodian
<b>Total:</b>		None	<b>1 hour and 22 minutes</b>	