



35. Payment of services below P50,000 to suppliers

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

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Suppliers of Services below P50,000 of Balanga Water District			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Billing Statement (1pc., Original)		Supplier		
2. Job Order (1pc., Original)		BLWD - Administrative Division		
3. Accomplishment Report (1pc., Original)		BLWD - Administrative Division		
4. BAC Resolution (P10,000 above) (1pc., Original)		Bid and Awards Committee		
5. Incident Report Form for repair/replacement of PPE and as needed (1pc., Original or Photocopy)		Concerned Department		
6. Device Maintenance Report for replacement/repair and maintenance of IT Equipment (1pc., Original or Photocopy)		BLWD-Administrative Department		
7. Motor Vehicle Incident/Maintenance Report Form for Repair and Maintenance of office vehicles (1pc., Original or Photocopy)		BLWD-Administrative Dept. and Water Resources Division		
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	None	10 minutes	OIC Cash Management Division Manager



	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
Total:		None	40 minutes	