



35. Payment of services below P50,000 to suppliers

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

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| 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 | | |
| 8. Abstract of Quotation (if applicable, 1pc, Original) | | Senior Supply Officer | | |
| 9. Quotation from 3 suppliers (if applicable, 1pc. per Supplier, Original) | | Senior Supply Officer | | |
| 10. Request Letter for Deposit to Suppliers' Bank Account (if applicable, 1 pc., Original) | | Supplier | | |
| 11. BIR Form 2307 (2pcs., Original) | | Senior Accounting Processor B | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. None | 1. Accepts complete attachments and prepare the Disbursement Voucher, Journal Entry Voucher & Budget Utilization Slip and forwards it to the responsible supervisor who requested the payment. | None | 10 minutes | Senior Accounting Processor B |



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| 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 | Cash Management Division Manager |
| 4. None | 4. Certifies and signs the correctness of DV and supporting documents, check JEV and then forwards it to the General Manager. | None | 3 minutes | Finance Department Manager |
| 5. None | 5. Approves the Disbursement Voucher and Journal Entry Voucher | None | 3 minutes | General Manager |
| 6. None | 6. Prepare the check & forward it to Senior Financial Planning Specialist | None | 3 minutes | Cashier C |
| 7. None | 7. Signs the checks and then forward it to General Manager | None | 2 minutes | Senior Financial Planning Specialist |
| 8. None | 8. Countersigns the check. | None | 3 minutes | General Manager |
| 9. Claims the check to the Supervising Cashier and issue official receipt. | 9. Releases the check and BIR Form No. 2307 to supplier. | None | 3 minutes | Cashier C |
| Total: | | None | 40 minutes | |