



## 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>	Petty Cash Fund Custodian			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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, committee & board meetings) (1pc., Original – Department / Committee 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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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, Journal Entry Voucher & Budget Utilization Slip and forwards it to the responsible supervisor who requested the	None	10 minutes	Senior Accounting Processor B



	payment.			
3. None	3. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS.	None	3 minutes	Supervisor
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	10 minutes	Cash Management Division Manager
5. None	5. Certifies and signs the correctness of DV and supporting documents, checks JEV and the forwards it to the General Manager.	None	3 minutes	Finance Department Manager
6. None	6. Approves the Disbursement Voucher and Journal Voucher	None	3 minutes	General Manager
7. None	7. Prepare the check & forward it to Senior Financial Planning Specialist	None	3 minutes	Cashier C
8. None	8. Signs the checks and then forward it to General Manager	None	2 minutes	Senior Financial Planning Specialist
9. None	9. Countersigns the check.	None	3 minutes	General Manager
10. None	10. Encashed the check to bank.	None	30 minutes	Petty Cash Fund Custodian
<b>Total:</b>		None	1 hour and 22 minutes	