



33. Payment of goods to suppliers below P50,000

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

Office or Division:	Accounting Division		
Classification:	Simple		
Type of Transaction:	G2B - Government to Business		
Who may avail:	All Suppliers of Goods below P50,000 of Balanga Water District		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Sales Invoice (1pc., Original)		Supplier	
2. Delivery Receipt (1pc., Original)		Supplier	
3. Inspection & Acceptance Report (1pc., Original)		Senior Supply Officer	
4. Purchase Order (1pc., Original)		Senior Supply Officer	
5. BAC Resolution (P10,000 above) (1pc., Original)		Bid and Awards Committee	
6. Abstract of Quotations (1pc., Original)		Bid and Awards Committee	
7. Quotations from 3 Suppliers (1pc. per supplier, Original)		Senior Supply Officer	
8. Purchase Request (1pc., Original)		Senior Supply Officer	
9. Driver's Trip Ticket for payment of Gasoline (1pc. per driver, Original)		BLWD - Administrative Services Division	
10. Inventory Custodian Slip for tools & equipment below P15k (1pc., Original)		Senior Supply Officer	
11. Acknowledgement Receipt for Equip. (ARE) for equip. above P15k (1pc., Original)		Senior Supply Officer	
12. Warranty (if applicable) (1pc., Original)		Supplier	
13. Official Receipt (1pc., Original)		Supplier	
14. Incident Report Form for repair/replacement of PPE and as needed (1pc., Original or Photocopy)		Concerned Department	
15. Waste Materials Report for replacement of tire and battery (1pc., Original or Photocopy)		Senior Supplies Officer	
16. Device Maintenance Report for replacement/repair and maintenance of IT Equipment (1pc., Original or Photocopy)		BLWD-Administrative Department	
17. Motor Vehicle Incident/Maintenance Report Form for Repair and Maintenance of office vehicles (1pc., Original or Photocopy)		BLWD-Administrative Dept. and Water Resources Division	
18. Request letter for Deposit to suppliers' Bank Account (if applicable, 1pc., Original)		Supplier	
19. BIR Form 2307 (2pcs., Original)		Senior Accounting Processor B	
20. Property transfer slip for transfer of PPE (Custodian) (If applicable, 1 pc., Original or Photocopy)		Senior Supply Officer	
21. Lost/Broken Equipment Form for lost and broken Equipment (1pc. Original/Photocopy)		Senior Supply Officer	



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	<i>10 minutes</i>	Senior Accounting Processor B
2. None	2. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs the BUS.	None	<i>3 minutes</i>	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	<i>10 minutes</i>	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	<i>3 minutes</i>	Finance Department Manager
5. None	5. Approves the Disbursement Voucher and Journal Entry Voucher	None	<i>3 minutes</i>	General Manager
6. None	6. Prepare the check & forward it to Senior Financial Planning Specialist	None	<i>3 minutes</i>	Cashier C
7. None	7. Signs the checks and the checks and then forward it to General Manager	None	<i>2 minutes</i>	Senior Financial Planning Specialist



8. None	8. Countersigns the check.	None	<i>3 minutes</i>	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	<i>3 minutes</i>	Cashier C
Total:		None	40 minutes	