

1. 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	10 minutes	Maribelle C. Enriquez (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	3 minutes	Concerned 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	Rosario P. Legaspi (Cash Mngt. 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	Jeanne M. Carpio (Finance Dept. Manager)
5. None	5. Approves the Disbursement Voucher and Journal Entry Voucher	None	3 minutes	Engr. Charlito G. Rodriguez (General Manager)
6. None	6. Prepare the check & forward it to Senior Financial Planning Specialist	None	3 minutes	Angeline M. Santos (Cashier C)
7. None	7. Signs the checks and then forward it to General Manager	None	2 minutes	Sheila C. Baluyot (Sr Fin. Planning Specialist)
8. None	8. Countersigns the check.	None	3 minutes	Engr. Charlito G. Rodriguez (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	Angeline M. Santos (Cashier C)

Total:	None	40 minutes	
---------------	------	------------	--