



10. Reimbursement of expenses of officers and employees below P1,000

Filing of Reimbursement of expenses of officers and employees below P1,000

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All officers and employees with reimbursement below P1,000			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipts to be reimbursed (1pc., Original)		Officers/Employees of BLWD		
2. Travel Order (for official business travel) (1pc., Original)		BLWD - Administrative Division		
3. Attendance Sheet (for department, committee & board meetings) (1pc., Original)		Concerned Department		
4. Purchase Request (for payment of materials) (1pc., Original)		BLWD - Administrative Division		
5. Job Order (for payment of services) (1pc., Original)		BLWD - Administrative Division		
6. Accomplishment Report (for payment of services) (1pc., Original)		BLWD - Administrative Division		
7. Minutes of the Meeting (For Department, Committee Meeting 1pc., Photocopy)		Concerned Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Accepts complete attachments and prepare the Petty Cash Fund Voucher	None	5 minutes	Sheila C. Baluyot (Sr Fin. Planning Specialist)
2. None	2. Review and approves the Petty Cash Fund Voucher.	None	3 minutes	Concerned Department Manager
3. Claims the refund to the Senior Accounting Processor A	3. Releases the cash to officers / employees.	None	3 minutes	Sheila C. Baluyot (Sr Fin. Planning Specialist)
Total:		None	11 minutes	