



11. Reimbursement of expenses of officers and employees above P1,000

Filing of Reimbursement of expenses of officers and employees above P1,000.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All officers and employees of BLWD with reimbursement above P1,000			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipts to be reimbursed (1pc., Original)		Officers/Employees		
2. Travel Order (for official business travel) (1pc., Original)		BLWD - Administrative Division		
3. Attendance Sheet (for department & board meetings) (1pc., Original)		Concerned Department		
4. 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 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	None	3 minutes	Jeanne M. Carpio (Finance Dept. Manager)



	JEV and then forwards it to the General 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	