



## 12. Payment of Cash Advance to Bonded Officials & Employees

Filing of Cash Advance to Bonded Officials & Employees.

<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>	All Bonded officers and employees of BLWD			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Estimate Expense Form (1pc., Original)		BLWD - Administrative Division		
2. Confirmation Letter of List of Bonded Officials (1pc., Photocopy)		BLWD - Administrative Division		
3. Proposed Program (GAD Related Activities) (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. 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	<b>Maribelle C. Enriquez</b> (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	<b>Rosario P. Legaspi</b> (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	<b>Jeanne M. Carpio</b> (Finance Dept. Manager)
5. None	5. Approves the Disbursement Voucher and Journal Entry Voucher	None	3 minutes	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
6. None	6. Prepare the check & forward it to Senior Financial Planning Specialist	None	3 minutes	<b>Angeline M. Santos</b> (Cashier C)



7. None	7. Signs the checks and then forward it to General Manager	None	<i>2 minutes</i>	<b>Sheila C. Baluyot</b> (Sr Fin. Planning Specialist)
8. None	8. Countersigns the check.	None	<i>3 minutes</i>	<b>Engr. Charlito G. Rodriguez</b> (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>	<b>Angeline M. Santos</b> (Cashier C)
<b>Total:</b>		None	40 minutes	