



14. Replenishment of Petty Cash Fund

Filing of Replenishment of Petty Cash Fund.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Petty Cash Fund Custodian			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Summary of Petty Cash Fund Voucher (1pc., Original)		Petty Cash Fund Custodian		
2. Petty Cash Fund Voucher (1pc., Original)		Petty Cash Fund Custodian		
3. Official Receipts reimbursed (1pc., Original)		Concerned BLWD Employees		
4. Purchased Request (for materials/supplies purchased) (1pc., Original)		BLWD - Administrative Division		
5. Job Order (for services availed) (1pc., Original)		BLWD - Administrative Division		
6. Accomplishment Report (for services availed) (1pc., Original)		BLWD - Administrative Division		
7. Travel Order (for expenses incurred on official business) (1pc., Original)		BLWD - Administrative Division		
8. Attendance Sheet (for department, committee & board meetings) (1pc., Original – Department / Committee Meetings) (1pc., Photocopy – Board Meetings)		Concerned BLWD Department		
9. Collection Adjustment (for refund of water bill) (1pc., Original)		Utilities Customer Service Assistant		
10. Return Slip (for refund of materials) (1pc., Original)		BLWD - Administrative Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepare Summary of Petty Cash Fund Voucher.	None	15 minutes	Sheila C. Baluyot (Petty Cash Fund Custodian)
2. None	2. 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)
3. None	3. Certifies that the charges to appropriation/allotment necessary, lawful and under his direct supervision and signs	None	3 minutes	Concerned Supervisor



	the BUS.			
4. None	4. 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)
5. None	5. Certifies and signs the correctness of DV and supporting documents, checks JEV and the forwards it to the General Manager.	None	3 minutes	Jeanne M. Carpio (Finance Dept. Manager)
6. None	6. Approves the Disbursement Voucher and Journal Voucher	None	3 minutes	Engr. Charlito G. Rodriguez (General Manager)
7. None	7. Prepare the check & forward it to Senior Financial Planning Specialist	None	3 minutes	Angeline M. Santos (Cashier C)
8. None	8. Signs the checks and then forward it to General Manager	None	2 minutes	Sheila C. Baluyot (Sr Fin. Planning Specialist)
9. None	9. Countersigns the check.	None	3 minutes	Engr. Charlito G. Rodriguez (General Manager)
10. None	10. Encashed the check to bank.	None	30 minutes	Sheila C. Baluyot (Petty Cash Fund Custodian)
Total:		None	1 hour and 22 minutes	