



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.	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.	Warranty (if applicable, 1pc., Original)	Supplier
10.	Collection Receipts (if applicable, 1pc., Original)	Supplier
11.	Incident Report Form for repair/replacement of PPE and as needed (1pc., Original/Photocopy)	Concerned Department
12.	Waste Materials Report (if applicable, 1pc., Original/Photocopy)	Senior Supplies Officer
13.	Device Maintenance Report for replacement/repair and maintenance of IT Equipment (if applicable, 1pc., Original/Photocopy)	BLWD-Administrative & HR Department
14.	Motor Vehicle Incident/Maintenance Report Form for Repair and Maintenance of office vehicles (1pc., Original/Photocopy)	BLWD-Administrative Dept. and Water Resources Division
15.	Request letter for Deposit to suppliers' Bank Account (if applicable, 1pc., Original/photocopy)	Supplier
16.	BIR Form 2307 (2 pcs., Original)	Accounting Processor B
17.	Inventory Transfer Report for Semi-Expendable (if applicable, 1 pc., Original/Photocopy)	Senior Supply Officer
18.	Reports of Lost, Stolen, Damaged or Destroyed Semi-Expendable (if applicable, 1 pc. Original/Photocopy)	Senior Supply Officer
19.	Certificate of Non-Availability of Stocks for purchase of office supplies (1 pc. Original /Photocopy)	DBM Procurement Service
20.	Emergency Justification for emergency purchases. (1 pc. Original/photocopy)	Concerned Department
21.	Statement of Account, Summary of Fuel for Equipment and Generator Sets, Driver's Trip Ticket and Order slip for purchased of Gasoline (1 pc. Original)	Water Resources Division



22. Proposed Program for BLWD Activities (if applicable, 1pc Original/Photocopy)		Public Relations Assistant A		
23. Board Resolution for augmentation/supplemental budget (1pc Original/Photocopy)		Public Relations Assistant A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Accepts complete attachments, compute Creditable Tax and prepare the Budget Utilization Slip & Disbursement Voucher, Journal Entry Voucher 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 B)
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, ACIC & forward it to Senior Financial Planning	None	3 minutes	Angeline M. Santos (Cashier C)



	Specialist			
7. None	7. Signs the checks and then forward it to General Manager	None	<i>2 minutes</i>	Sheila C. Baluyot (Sr Fin. Planning Specialist)
8. None	8. Countersigns the check.	None	<i>3 minutes</i>	Engr. Charlito G. Rodriguez (General Manager)
9. Claims the check to the Cashier C and issue invoice.	9. Releases the check and BIR Form No. 2307 to supplier.	None	<i>3 minutes</i>	Angeline M. Santos (Cashier C)
Total:		None	40 minutes	