



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. Invoice to be reimbursed (1pc., Original)	Officers/Employees of BLWD			
2. Travel Order (for official business travel) (1pc., Original)	BLWD-Administrative & HR Department			
3. Attendance Sheet (for department, committee & board meetings) (1pc., Original)	Concerned Department			
4. Purchase Request (for payment of materials) (1pc., Original)	BLWD-Administrative & HR Department			
5. Job Order (for payment of services) (1pc., Original)	BLWD-Administrative & HR Department			
6. Accomplishment Report (for payment of services) (1pc., Original)	BLWD-Administrative & HR Department			
7. Minutes of the Meeting (For Department, Committee Meeting 1pc., Photocopy)	Concerned Department			
8. Incident Report Form for repair/replacement of PPE and as needed (1pc., Photocopy/Original)	Concerned Department			
9. Report of Lost, Stolen, Damaged or Destroyed Semi-Expendable Properties (if applicable, 1pc., original/photocopy)	Senior Supply Officer			
10. Inventory Transfer Report (if applicable, 1pc., original/photocopy)	Senior Supply Officer			
11. Waste Materials Report (if applicable, 1pc., original/photocopy)	Senior Supply Officer			
12. RFID Receipt (if applicable, 1pc., original/photocopy)	Supplier			
13. Trip Tickets (if applicable, 1pc., original/photocopy)	BLWD-Water Resources Division			
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 Financial Planning Specialist	3. Releases the cash to officers / employees.	None	3 minutes	Sheila C. Baluyot (Sr Fin. Planning Specialist)
Total:		None	11 minutes	

