



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

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

<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 officers and employees of BLWD with reimbursement above P1,000			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Invoice to be reimbursed (1pc., Original)	Officers/Employees			
2. Travel Order (for official business travel) (1pc., Original)	BLWD-Administrative & HR Department			
3. Attendance Sheet (for department & board meetings) (1pc., Original)	Concerned Department			
4. Minutes of the Meeting (For Department, Committee Meeting 1pc., Photocopy)	Concerned Department			
5. Certificate of Appearance (if applicable, 1pc. Original)	Other Agencies/Establishment			
6. Certificate of Travel Completed (if applicable, 1pc. Original)	Administrative Services Aide			
7. Quotation Form from Supplier (at least 3 quotations) (if applicable, 1pc. Original)	Bid and Awards Committee			
8. Incident Report (if applicable, 1pc. Original/photocopy)	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. Purchase Request (if applicable, 1pc. Original)	Senior Supply officer			
13. Job Order (if applicable, 1pc. Original)	BLWD - Administrative & HR Department			
14. Accomplishment Report if applicable, 1pc. Original)	BLWD - Administrative & HR 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	<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	2 minutes	<b>Sheila C. Baluyot</b> (Sr Fin. Planning Specialist)
8. None	8. Countersigns the check.	None	3 minutes	<b>Engr. Charlito G. Rodriguez</b> (General Manager)
9. Claims the check to the Cashier C.	9. Releases the check	None	3 minutes	<b>Angeline M. Santos</b> (Cashier C)
<b>Total:</b>		None	40 minutes	