



12. Payment of Cash Advance to Bonded Officials & Employees

Filing of Cash Advance to Bonded Officials & Employees.

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Bonded officers and employees of BLWD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Estimate Expense Form (1pc., Original)		BLWD - Administrative & HR. Department		
2. Confirmation Letter of List of Bonded Officials (1pc., Photocopy)		BLWD - Administrative & HR. Department		
3. Proposed Program (GAD Related Activities) (1pc., Original)		BLWD - Administrative & HR. Department		
4. List of Loyalty Awards for payment of PRAISE (1 pc. Original/photocopy)		BLWD - Administrative & HR. Department		
5. Service record for Loyalty Incentives (1 pc. Original/photocopy)		BLWD - Administrative & HR. Department		
6. Certificate that the claimant has not incurred more than 50 days authorized vacation leave without pay with in the 10 years period or an aggregate of more than 25 days authorized vacation leave without pay within 5 years period for Loyalty Incentives (1 pc. Original/photocopy)		BLWD - Administrative & HR. Department		
7. Approved estimates of petty expenses for one month for initial cash advance of petty cash fund (1pc. Original)		Petty Cash Fund Custodian		
8. Copy of policy for maintaining of petty cash fund under the imprest system for initial cash advance of petty cash fund (1pc. Original)		Petty Cash Fund Custodian		
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	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)
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 & forward it to Senior Financial Planning Specialist	None	3 minutes	Angeline M. Santos (Cashier C)
7. None	7. Signs the checks and then forward it to General Manager	None	2 minutes	Sheila C. Baluyot (Sr Fin. Planning Specialist)
8. None	8. Countersigns the check.	None	3 minutes	Engr. Charlito G. Rodriguez (General Manager)
9. Claims the check to the Cashier C	9. Releases the check	None	3 minutes	Angeline M. Santos (Cashier C)
Total:		None	40 minutes	