

# 1. ACCOUNTING OFFICE

## INTERNAL SERVICES



### A. PREPARATION OF DISBURSEMENT VOUCHER

The Office of the Municipal Accountant is one of the key offices responsible for the prompt and accurate payment of claims. Specifically, the Office is responsible for the thorough review, as to completeness, of all documents submitted in support of all claims for payment and to certify that obligation of allotment have been made.

<b>Office or Division:</b>	<b>ACCOUNTING OFFICE</b>			
<b>Classification:</b>	G2B - Government to Businesses			
<b>Type of Transaction:</b>	Complex			
<b>Who may avail:</b>	Suppliers and Contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Complete supporting documents		Claimant and requisitioning Office		
Obligation Request (ObR) (1 Original Copy)		Municipal Budget Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit OBR with complete documentary requirements	1. Conduct thorough review of documents received:  - Claims with minimal supporting documents  - Claims with voluminous supporting documents	none	3 mins  10mins	Administrative Assistant II (Accounting Office)
	2. Prepare Disbursement Voucher (DV)	none	1 min	Administrative Assistant II (Accounting Office)

	3. Review and sign DV and supporting documents	none	3 min	Municipal Accountant(Accounting Office)
	4.Record DV	none	5 mins	Sr. Bookkeeper (Accounting Office)
	5.Endorse DV to MTO for Check preparation.	none	5 mins	Administrative Assistant II (Accounting Office)
	<b>TOTAL:</b>	<b>none</b>	<b>27 Minutes</b>	

\*\*\* Payment to client/supplier will be under the Treasury Office.