

1.0 PURPOSE:

This policy outlines the processes required in the preparation of checks for payment to suppliers; employees and client agencies.

2.0 SCOPE:

The scope of check preparation is limited to suppliers, client agencies and all in house (payments for employees, regional depots, travels and others).

3.0 RESPONSIBILITIES:

The Treasury Division specifically the Cashier Section is responsible for the preparation and release of checks.

4.0 GENERAL GUIDELINES:

PROCEDURES	RESPONSIBLE PERSON	TURN AROUND TIME
<p>4.1. Upon receipt of Disbursement Voucher (DV) from the Comptroller Division:</p> <p>4.1.1 The Cashier Section shall verify the accuracy of the information in the Disbursement Voucher (DV) and the supporting documents. The attachment should include the following:</p> <p>Trade Payables:</p> <ol style="list-style-type: none"> 1. Original Purchase Orders 2. Abstract of Quotation 3. Original Invoices 4. Delivery Receipts 5. Inspection and Acceptance Report 6. Certificate of acceptance from the Warehousing Division 7. All other related documents in the disbursement voucher <p>Non-Trade Payables:</p> <ol style="list-style-type: none"> 1. Letter Order 2. Budget Utilization Slip 		



<p>3. Sales Invoice / Billing Statement 4. Inspection Report 5. Abstract of Quotation 6. Tax Certificate 7. Payrolls for Salary, Overtime, Monetization 8. Office Order / Travel Order 9. All other related documents</p> <p>4.1.2 Verify if the Disbursement Voucher has been signed by the Chief Accountant. If not, return to Comptroller Division. If signed, proceed with the next step.</p> <p>4.1.3 Check Preparation/Printing:</p> <p>4.1.3.1 Manual Check Preparation (without FACT Entry)</p> <ol style="list-style-type: none">1. Assign the pre-numbered check and post to the disbursement voucher.2. Using the electric typewriter, fill up the information in the check such as: Payee; Amount in Words; Amount in Number; and Signatories. Information/data from the disbursement voucher should be exactly the same as in the check.3. Signatories: for Check Amount below 20 Million – Operations Manager; for 20 Million and above – Executive Director.4. Stamp the words: “Account Payable Only” at the check. <p>4.1.3.2 FACT Based Check Printing</p> <ol style="list-style-type: none">1. Disbursement Voucher prepared using the FACT System could also print the check details automatically.2. To print the check details through the FACT System, log-in with the provided Username and Password.3. In the main menu, select Procurement Service (2014-2015) environment by clicking Open.4. From the Main Menu, select Accounts Payable - Purchases > Document Printing > Vendor Check Printing.		
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<ol style="list-style-type: none">5. After the sub-menu opens, select the appropriate check print design based on the assigned signatory.6. After selecting the check print design, click on Selective then type the disbursement voucher number or you may select from the list of available disbursement vouchers.7. After typing or selecting the corresponding DV number, click Preview. A preview of the check for printing will be seen. Verify that the information to be printed is the same with the disbursement voucher. If incorrect, return the DV to Accounting Division. If correct, proceed with printing.8. Put the check together with the duplicate in the printer. Select Print button from the Vendor Check Printing menu. Exit FACT System afterwards.9. Using the electric typewriter, type the check number in the duplicate form.		
<p>4.2. Prepares all reports pertaining to Cash Disbursement.</p> <ol style="list-style-type: none">4.2.1 Prepares advice to the bank for check issued and cancelled. Using MS Excel, encode the Check Date, Check Number, Payee, Check Amount, DV No. and Reference.4.2.2 Forwards the prepared check together with the corresponding Disbursement Voucher and Advice of Check Issued and Cancelled for signature of the authorized signatories.4.2.3 Two Signatory will sign the check (Cashier & Operation Manager/Executive Director IV). For PS Main Account No 1442-1012-10 PhilGEPS Account No 1442-1031-15 Regional Depots Account No. 1442-1031-074.2.4 After the check has been signed, it		



<p>will be returned to the Cashier for releasing. Arrange the check in alphabetical order for easy releasing and put it in the vault for safekeeping.</p> <p>4.2.5 Before release of check, collector must present the following:</p> <ul style="list-style-type: none"> a. Identification Card from their company or office if it's individual checks payment b. Authority to collect c. Official Receipt/Collection Receipt/Acknowledgement Receipt <p>4.2.6 In receiving the check, the collector must sign the Warrant Register. Print name, date when the check was received in the Warrant Register. Also, sign in the receive section of the disbursement voucher with printed name and date.</p> <p>4.2.7 Acknowledge the withholding Tax Issued Form 2306 & 2307, if any.</p>		
<p>4.3. Maintains Cash Registry (Disbursing Activities & Prepares corresponding Status Report)</p> <p>4.3.1 Records, updates and maintains the Warrant Register for PS, PhilGEPS and Regional Depots before release of payments</p> <p>4.3.2 Release payment :</p> <ul style="list-style-type: none"> a. For PS Officials & Employees such as Monetization, Rata, Discretionary, Refund of Loans deducted from payroll, Cash Advance for Travel, Petty Cash Fund, and other related in house payment. b. Same to PhilGEPS. c. To Client Agencies such as their refund of deposit, must issue Official Receipt. 		



FRONTLINE SERVICE
PREPARATION AND RELEASE OF CHECKS
(TREASURY DIVISION)

ANNEX 8
 Page 5 of 7
 PS-QMSP-008

<p>d. Vendors or Supplier-payment of the supplies, equipment, labor that they rendered together with BIR Forms on Withholding Tax.</p> <p>e. After received checks, verifies details, such as Official Receipt, Acknowledge the BIR Forms and disbursing voucher if properly marked and received.</p> <p>f. Receives calls & inquiries/follow ups regarding release of check payments.</p>		
<p>4.4. Files all documents in the data folder, including cancelled checks, verified O.R., BIR Form on Withholding Tax and Disbursing Voucher.</p>		
<p>4.5. Files and maintains the Files of Advise of check issued and cancelled.</p>		
<p>4.6. Report of Check issued.</p>		
<p>4.7. Prepares the Check issued daily.</p>		
<p>4.8. Performs related tasks and other duties assigned by my superiors.</p>		
<p>4.9. Takes in charge of the task and duties of Supervising Chief Administrative and Collection Cashier - Administrative Aide III.</p>		

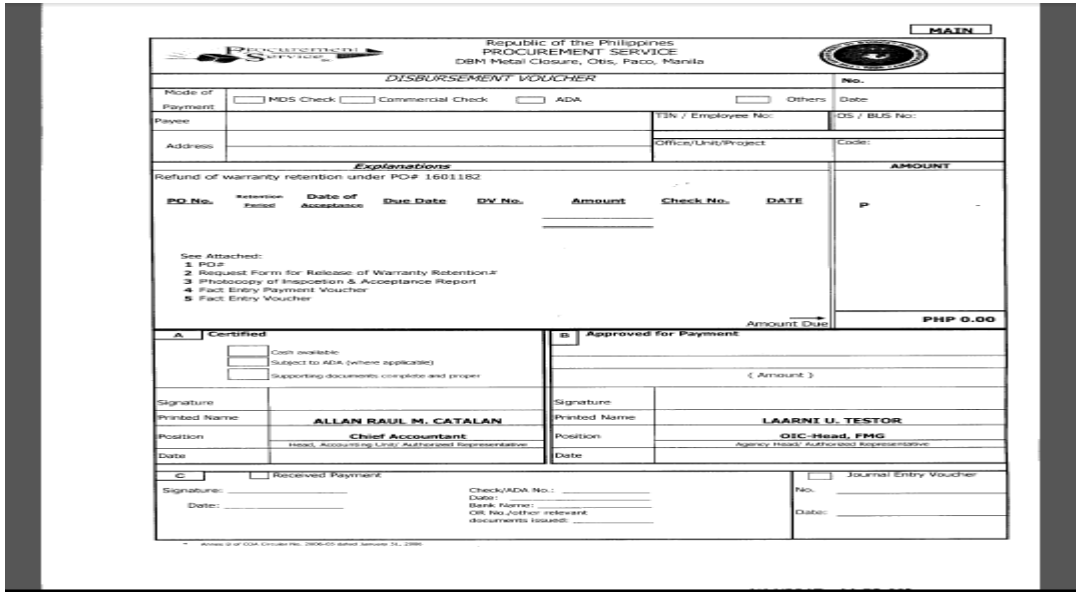
5.0 RELATED PROCEDURES:

Relate with procedures on the preparation of Check Disbursement using system/s or manual.

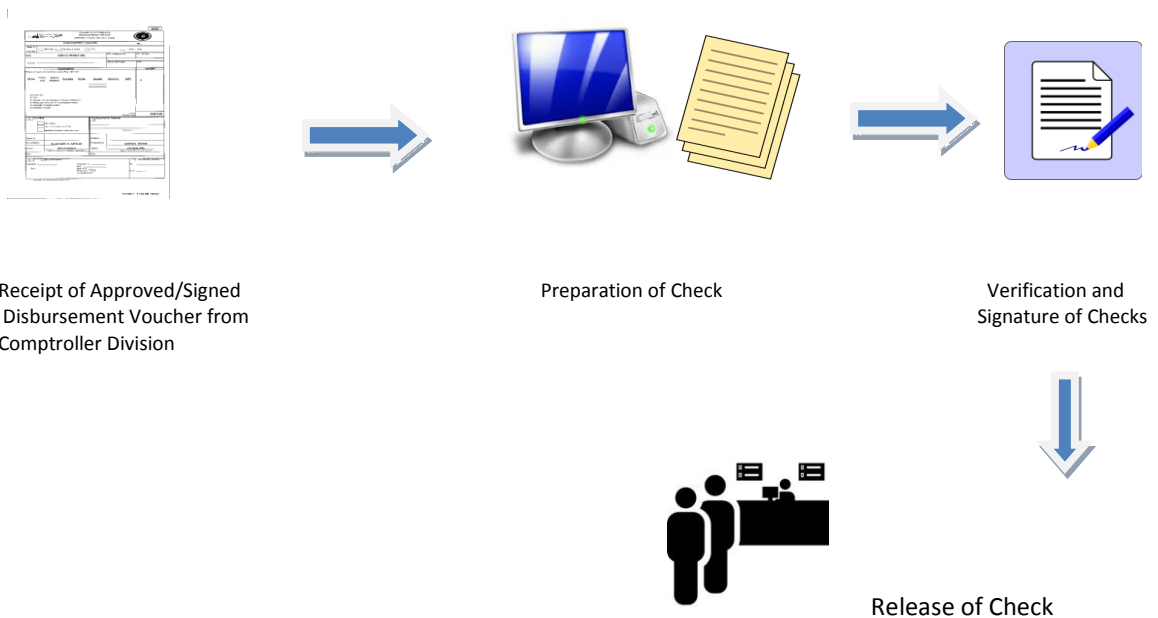
6.0 EXHIBITS:

a) Form

1. Disbursement Voucher (DV)



b) Process Flow





FRONTLINE SERVICE

PREPARATION AND RELEASE OF CHECKS
(TREASURY DIVISION)

ANNEX 8

Page 7 of 7
PS-QMSP-008