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1.0 PURPOSE:

This policy outlines the processes required in order that Disbursement Vouchers (DV) – Trade/Non-Trade and all supporting documents are reviewed for correctness and completeness before it can be release to Cashier. Any findings or corrections are properly addressed and brought to the attention of the processor in-charge of the Disbursement Voucher.

2.0 SCOPE:

The provisions of this Policy apply to the Comptroller Division especially the checker and processors of Disbursement Vouchers.

3.0 RESPONSIBILITIES:

The Comptroller Division specifically the staff in-charge of checking the Disbursement Vouchers is responsible for implementing and updating the procedures of this policy.

4.0 GENERAL GUIDELINES:

PROCEDURES	RESPONSIBLE PERSON	TURN AROUND TIME
<p>4.1. Before checking of Disbursement Vouchers</p> <p>4.1.1 Processed Disbursement Vouchers (DV) is recorded by the processors in the log book of DV's for checking. Date, Time, DV Number and Name of Processor is logged in the Incoming Section of the logbook daily.</p> <p>4.1.2 Logged DV's should be checked regularly. DV's must be checked within 1 day from log-in. Disbursement Vouchers are checked on a first-come, first-serve basis.</p>		



4.2. During checking of Disbursement Vouchers

4.2.1 Check the disbursement vouchers and its attachment. Verify the information if accurate and consistent with other documents. Information in the disbursement vouchers include:

- **Payee** – registered name of the supplier to whom payment shall be made. Payee should be the same as the name in the Purchase Order and Invoice unless there is a Letter of Assignment of Payment to another.
- **Address** – registered address of the payee.
- **DV No.** – number assigned by the Accounting unit from the Disbursement Voucher Logbook. The first two (2) digits shall be for the current year; the next two (2) digits for the current month; and the last four (4) digits is the serial number from the DV logbook.
- **Date** – the date the DV was processed.
- **Taxpayer's Identification Number (TIN)** – verify if the same as with the TIN indicated in the invoice. This is for tax



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remittance purposes.

- **Explanation** – contains a brief description of the nature of transaction. Verify if the description correctly reflects the nature of the transaction.
- **Amount** – amount of claim. Includes the Gross Amount for payment; Details and Sub-Total of all deductions, if any; and Net Amount of payment. Verify the accuracy of the data and computation.

4.2.2 Attached documents in the DV include, but not limited to the following:

Trade Payables

- **Purchase Order** – original or accounting copy for one-time payments or 1st payments; photocopy for succeeding payments. Includes Notice to Proceed, if any. PO must be duly signed by the Chief Accountant and Executive Director.
- **Sales Invoice / Charge Invoice** – the total amount of the invoice or invoices should be the same as the gross amount of the disbursement voucher. Original invoice is mandatory.
- **Delivery Receipt** – verify the



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quantity received and the date the items were received is consistent with the ICAR and Summary of Delivery. DR is not mandatory.

- **Inspection Certification and Acceptance Report (ICAR)** – verify if the information in the ICAR is consistent with the DR/Invoice and Summary of Delivery. Make sure it has been signed by the Inspector/s and approved by the Chief of the Inspection Division.
- **Certificate of Acceptance from WAD** – for goods delivered in PS Warehouse. Signed by the Chief of Warehouse Division.
- **Inspection and Acceptance Report (IAR)** – for supplementary items and items delivered directly to end-users. Must be signed by the end-user.
- **Summary of Delivery** – verify the information if consistent with the DR/Invoice/PS DR and ICAR. Check the computation of liquidated damages, if any.
- **PS Delivery Receipt** – for direct delivery to end-user.
- **Transfer of Stocks** – if directly



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delivered or issued to PS Regional depots or sub-depots.

- **Tax Certificate/s** – check the information if in accordance with existing revenue regulations; and consistent with the DV.
- **Agency Procurement Request (APR)** – for supplementary items.
- **Abstract of Quotation (AOQ)** – indicates the mode of procurement. Check if consistent with the information in the Purchase Order.
- **Bidders Post-Qualification Report** – copy only. Includes Test and Evaluation of Bid Sample.
- **Notice of Lowest Calculated Responsive Bid** – copy only.

Non-Trade Payables

- **Letter Order / Contract** – original and duly signed by the signatories.
- **Budget Utilization Request and Status (BURS)** – verify if duly signed; and if the responsibility centre, amount and account code for JEV is



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correct.

- **Notice of Budget Utilization Request and Status Adjustment (NBURSA)** – should be prepared by the processor for any adjustment in the BURS
- **Abstract of Quotation (AOQ)** – must be from at least 3 suppliers.
- **Invoice / Billing Statement** – the total amount of the invoice or invoices should be the same as the gross amount of the disbursement voucher. Original invoice is mandatory.
- **Delivery Receipt** – verify the quantity received and the date the items were received is consistent with the ICAR. DR is not mandatory.
- **Inspection and Acceptance Report (IAR)** – verify the information in the IAR is consistent with the DR/Invoice and Letter Order. Make sure it has been signed by the Inspector/s and approved by the Chief of the Inspection Division.
- **Purchase Request (PR) / Request Issue Slip (RIS)**
- **Property Acknowledgement**



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Receipt (PAR) – shall be prepared by the Supply and/or Property Division/Unit to record the issue of PPE to end-user. It shall be maintained by fund cluster. It shall be renewed every three years or every time there is a change in custodianship/user of the property. The capitalization threshold for PPE is P15,000 and above.

- **Inventory Custodian Slip (ICS)**- prepared by the Supply and/or Property Custodian to issue tangible items amounting to less than ₱15,000 to end-user to establish accountability over them.
- **Waste Material Report-** to report all waste materials previously taken up in the books of accounts as assets or in his/her custody so that they may be properly disposed of and derecognized from the books
- **Payroll** – for Salaries, Overtimes, RATA, Honoraria's, and other monetary benefits to employees.
- **Office Order / Travel Order**
- **Tax Certificate/s** – check the information if in accordance



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<p>with existing revenue regulations; and consistent with the DV.</p> <ul style="list-style-type: none"> • And all other Documentary Requirements prescribed under COA Circular No. 2012-001 dated June 14, 2012 <p>4.2.3 Upon checking of the disbursement voucher and attachments, if there is a material error, return the disbursement voucher to the processor and inform him/her of the nature of the error and the necessary correction or adjustment. Material error is when there is a need to replace the disbursement voucher due to change in amount; or any change in information in the DV and/or any of its attachments that will significantly affect the outcome of the DV. If the error is immaterial, the checker could personally correct it but inform the processor of the correction/adjustment. Error is immaterial if it will not significantly affect the outcome of the DV.</p> <p>4.2.4 The disbursement vouchers for non-trade transactions shall be checked in accordance with the existing accounting and auditing rules.</p>		
<p>4.3. After checking the Disbursement Voucher</p> <p>4.3.1 After validating the disbursement voucher and attachments, if there is no error or the error has been corrected, check-out the DV in the</p>		



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Outgoing Section of the Logbook.

4.3.2 After registering the Disbursement Voucher in the Outgoing Section of the Logbook, forward the DV to the staff-in-charge of recording Accounts Payable transactions in the Subsidiary Ledger and Index of Payment.



4 RELATED PROCEDURES:

Relate with procedures in coordinating with other staffs within the same division if needed.

5 EXHIBITS:

a). Form

1. Disbursement Voucher (DV)

 Republic of the Philippines PROCUREMENT SERVICE DBM Metal Closure, Ots, Paco, Manila		MAIN 																
DISBURSEMENT VOUCHER																		
Mode of Payment: <input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others		No. _____ Date _____																
Payee _____		TIN / Employee No. _____ OS / BUS No. _____																
Address _____		Office/Unit/Project _____ Code: _____																
Explanations		AMOUNT																
Refund of warranty retention under PO# 1601182																		
<table border="1"> <thead> <tr> <th>PO No.</th> <th>Retention Retained</th> <th>Date of Acceptance</th> <th>Due Date</th> <th>DV No.</th> <th>Amount</th> <th>Check No.</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">_____</td> <td></td> <td></td> </tr> </tbody> </table>	PO No.	Retention Retained	Date of Acceptance	Due Date	DV No.	Amount	Check No.	DATE						_____			<p>See Attached: 1 PO# 2 Request Form for Release of Warranty Retention# 3 Protocol of Inspection & Acceptance Report 4 Fact Entry Payment Voucher 5 Fact Entry Voucher</p>	
PO No.	Retention Retained	Date of Acceptance	Due Date	DV No.	Amount	Check No.	DATE											

Amount Due: PHP 0.00																		
A Certified <input type="checkbox"/> Cash available <input type="checkbox"/> Subject to ADA (where applicable) <input type="checkbox"/> Supporting documents complete and proper		B Approved for Payment _____ (Amount)																
Signature: _____ Printed Name: ALLAN RAUL M. CATALAN Position: Chief Accountant Date: _____ <small>Head, Accounting Unit, Authorized Representative</small>		Signature: _____ Printed Name: LAARNI U. TESTOR Position: OIC-Head, FMG Date: _____ <small>Agency Head/ Authorized Representative</small>																
C <input type="checkbox"/> Received Payment Signature: _____ Date: _____ Check/ADA No.: _____ Date: _____ Bank Name: _____ OR No./other relevant documents issued: _____		<input type="checkbox"/> Journal Entry Voucher No. _____ Date: _____																



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