



3. PREPARATION OF DISBURSEMENT VOUCHER – PROCUREMENT OF GOODS, INFRASTRUCTURE, PROJECTS, AND CONSULTANCY SERVICES

The Disbursement Voucher is being prepared as part of the requirements in the payment for services rendered or goods delivered, including claims on Infra, Supplies and Materials Maintenance, Security and other related Services rendered by contractors & suppliers under Contracts, Purchase Order, et.al.

Office or Division:	ADMINISTRATIVE DIVISION	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business	
Who may avail:	Quezon City Government Offices / Departments, Suppliers, Contractors, Dealers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
a. For Bidding / Negotiated / Shopping <ul style="list-style-type: none">• Approved Acceptance and Inspection Report (1 original copy)• Approved Requisition and Issue Slip• Delivery & Invoice Receipts (1 original)• Approved Purchase Order, Purchase Order, and Contract, if any (1 photocopy)		Administrative Division, Fiscal Management Section (FMS)
b. For Infrastructure <ul style="list-style-type: none">• Billing Statement / Contract / Notice to Proceed / Notice to Commence (1 photocopy)		
c. For Retention <ul style="list-style-type: none">• Letter Request, Certificate of Acceptance (End-User) / Delivery & Invoice Receipts (1 original copy)• Old Disbursement Voucher / Purchase Order / Purchase Request, Notice of Award & Notice to Proceed (1 photocopy)		



<p>d. Insurance</p> <ul style="list-style-type: none"> Policy Schedule from GSIS & Certification (in good running condition) from the CGSD <p>e. For Reimbursement</p> <ul style="list-style-type: none"> Certificate of Acceptance (End-User) / Delivery & Invoice Receipts (1 original copy) Old Disbursement Voucher / Obligation Request Slip/ Purchase Order / Purchase / Confirmatory Report/ Requisition and Issue Slip / Inspection Report / Justification/ Request, Notice of Award & Notice to Proceed (1 photocopy) 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complete Checklist of Requirements are submitted to the Administrative Division, Fiscal Management Section (FMS)	1.1. Receives and records document / Conducts initial evaluation of completeness of documents	None	3 minutes	Clerical Staff Administrative Division, Fiscal Management Section (FMS)
	1.2. Assigns personnel who will prepare vouchers / Review completeness of documents / Prepares voucher / Review final voucher	None	1 hour	Division Chief / Section Chief / Clerical Staff Administrative Division, Fiscal Management Section (FMS)
	1.3. Forwards the voucher to the Records Management & Control Division (RMCD)	None	3 minutes	Clerical Staff Administrative Division, Fiscal Management Section (FMS)
	1.4. Coordinate with the enduser /	None	3 minutes	Clerical Staff Records



	Release of voucher, for signature of the enduser			Management and Control Division (RMCD)
	1.5. Prepares endorsement letter, addressed to the City Accounting Department, upon returned of the signed voucher by the enduser / Forwards voucher to the City Accounting Department	None	15 minutes	Clerical / Releasing Staff Records Management and Control Division (RMCD)
	TOTAL:	None	1 hour and 24 minutes	