



1. 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 Infrastructure, 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) 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) 	Administrative Division, Fiscal Management Section (FMS)	



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	6 minutes	Clerical Staff Administrative Division, Fiscal Management Section (FMS)
	1.2. Assigns personnel who will prepare disbursement voucher / Reviews completeness of documents / Prepares and reviews final disbursement voucher	None	1 hour	Division Chief / Section Chief / Clerical Staff Administrative Division, Fiscal Management Section (FMS)
	1.3. Forwards the disbursement voucher to the Records Management & Control Division (RMCD)	None	4 minutes	Clerical Staff Administrative Division, Fiscal Management Section (FMS)
	1.4.1. <i>For Infrastructure & Retention</i> Prepares endorsement letter, addressed to the end-user / Release of disbursement voucher, for signature of the end-user	None	5 minutes	Clerical Staff Records Management and Control Division (RMCD)
	1.4.2. <i>For Goods & Services</i> Coordinates with the end-user / Release of disbursement voucher, for signature of the end-user	None	10 minutes	Clerical Staff Records Management and Control Division (RMCD)



	1.5. <i>For Goods & Services</i> Forwards the signed disbursement voucher with the complete documents to the Officer-In-Charge, CGSD, for signature of Acceptance and Inspection Report (AIR)	None	5 minutes	Clerical / Releasing Staff Records Management and Control Division (RMCD)
	1.6. <i>For Goods & Services</i> Prepares transmittal letter upon return of the signed Acceptance and Inspection Report (AIR) / Forwards disbursement voucher to the City Accounting Department	None	1 hour	Clerical / Releasing Staff Records Management and Control Division (RMCD)
	TOTAL:	None	Infrastructure & Retention: 1 hour & 15 minutes Goods & Services: 2 hours & 25 minutes	

Note: Processing time is applicable only to regular transactions.