

<b>PROCESSING AND PAYMENT OF CLAIMS TO OUTSIDE CREDITORS</b>				
<b>Service Description</b>	The service involves payment of money claims of various external creditors			
<b>Office or Division</b>	Budget and Cash Management Division – Finance Department			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	G2B; G2G; G2C			
<b>Who May Avail</b>	<ul style="list-style-type: none"> <li>- Suppliers/Contractors/Consultants</li> <li>- Other external creditors</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Statement of Account or billing statement (original) 2. Supporting documents as proof of claim (1 photocopy)			From the Applicant	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit billing statement or statement of account or proof of claim (Finance Dept-4 <sup>th</sup> FI)	1.1 Prepare disbursement voucher and attach all supporting documents	None	15 minutes	Secretary/ Computer Operator Concerned unit
	1.2 Sign Box A of voucher	None	5 minutes	Department Manager Concerned unit
	1.3 Log out and transmit voucher to BCMD	None	5 minutes	Secretary/ Computer Operator Concerned unit
	1.4 Receive disbursement and check completeness of supporting documents	None	3 minutes	Cash Clerk III Budget and Cash Mgt Division (BCMD) - FD
	1.5 Process voucher, determine & initial as to funds availability	None	5 minutes	Budget Officer II/IV/V BCMD-FD



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.6 Verify and sign funds availability	None	1 minute	<i>Department Manager</i> FD
	1.7 Log out and transmit to Accounting Division	None	1 minute	<i>Cash Clerk III</i> BCMD-FD
	1.8 Determine completeness of documents, account charging, and process voucher	None	15 minutes	<i>Financial Analyst</i> Accounting Div. - FD
	1.9 Verify, certify and sign on Box B	None	10 minutes	<i>Chief Accountant</i> Accounting Div. - FD
	1.10 Log out and transmit to the Administrator' Office (AO)	None	2 minutes	<i>Bookkeeper</i> Accounting Div. - FD
	1.11 Initial Box C of voucher	None	1 minute	<i>Dept. Manager</i> FD
	1.12 Log-out and transmit to Off of the Admin.	None	2 minutes	<i>Secretary</i> FD
	1.13 Receive voucher and log in	None	2 minutes	<i>Private Sec</i> AO
	1.14 Approve and sign: BURS- Box B DV- Box C	None	5 minutes	<i>Administrator</i> AO
	1.15 Log out and transmit to the FD	None	1 minute	<i>Private Sec</i> AO
	1.16 Receive approved voucher	None	1 minute	<i>Secretary</i> FD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.17 Approve for check preparation	None	1 minute	<i>Dept Manager III</i> FD
	1.18 Log out and transmit to BCMD	None	1 minute	<i>Secretary</i> FD
	1.19 Prepare check payment	None	2 minutes	<i>Spvng Cashier</i> BCMD-FD
	1.20 Review and initial on check	None	1 minute	<i>Budget Officer IV/V</i> BCMD-FD
	1.21 Transmit to Finance Manager	None	1 minute	<i>Cash Clerk</i> BCMD-FD
	1.22 Verify and sign check	None	2 minutes	<i>Dept Manager III</i> FD
	1.23 Log out and transmit to AO	None	2 minutes	<i>Secretary</i> FD
	1.24 Receive and log voucher	None	2 minutes	<i>Private Sec</i> AO
	1.25 Approve/Sign check	None	5 minutes	<i>Administrator</i> AO
	1.26 Log out and transmit approved check	None	2 minutes	<i>Private Sec.</i> AO
	1.27 Receive approved check and log in Warrant of Checks	None	2 minutes	<i>Cash Clerk III/Cashier II/ Spvng Cashier</i> BCMD-FD
2. Receive check payment (Cashier unit - Finance Dept-4 <sup>th</sup> FI)	2.1 Release check to claimant	None	3 minutes	<i>Cash Clerk III/Cashier II/ Spvng Cashier</i> BCMD-FD



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Sign in Warrant of Checks logbook (Cashier unit)	3.1 Request client to sign in warrant logbook	None	2 minutes	Cash Clerk III/Cashier II/ Spvng Cashier BCMD-FD
4. Issue OR to NTA (Cashier Unit)	4.1 Receive OR	None	1 min	Cash Clerk III/Cashier II/ Spvng Cashier BCMD-FD
<b>Total processing time</b>			<b>0 Day, 1 Hr, 41 Min</b>	