

FRONTLINE SERVICES

ACCOUNTING SERVICES

Processing of Claims

ABOUT THE SERVICE

PEOPLE from different offices and suppliers who are processing their claims are passing through the services of the Accounting Office for verification of the accuracy and completeness of supporting documents attached to the Disbursement Vouchers (DV).

REQUIREMENT/S

- 2 copies of Disbursement Vouchers
- 3 copies of Obligation Request (OBR)
- Supporting Documents

HOW TO AVAIL OF THE SERVICE

Follow These Steps	IT WILL TAKE YOU	PLEASE APPROACH
1. Receives Vouchers/payroll and records in the logbook; prepare JEV and check supporting documents. <i>(Note: any difference from obligation request, the documents will be forwarded to MBO).</i>	15 minutes	Caroline A. Berro or other clerk available
2. Verification Verifies accuracy and completeness of supporting documents	10 minutes	Ma. Marjorie V. Abrea Municipal Accountant
3. Certification Certifies Box A of the voucher if complete; list lacking supporting documents if not complete	5 minutes	Ma. Marjorie V. Abrea Municipal Accountant
4. Releasing Records in the logbook the released DV claims	3 minutes	Releasing Clerk