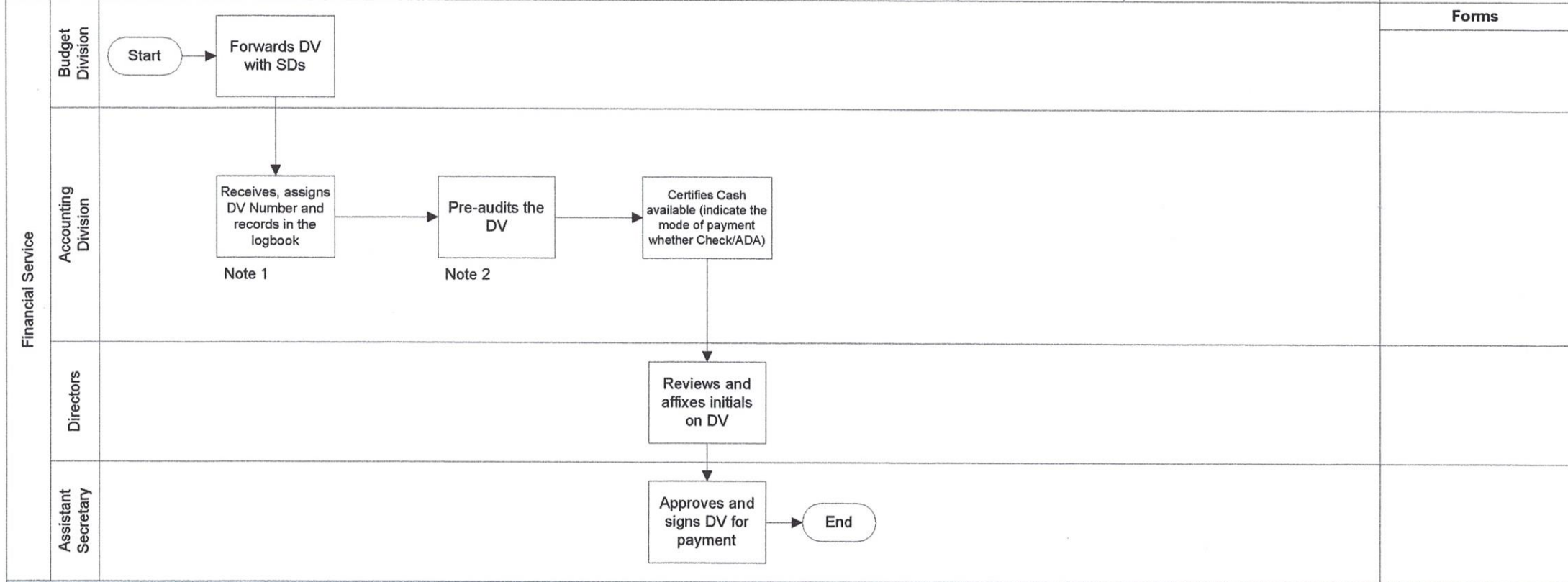




Process Title	Disbursement of Funds	Document Number	DOJ-PM-FNS03-001	Page 1 of 1
Objective	To guide the end-user/public officer concerned in the process and the method provided for its disbursement.. To remind the public officer concerned of the proper method of recording of disbursement.	Revision	1	
		Effective Date	8 November 2018	



WORK INSTRUCTIONS

- Note 1. Records the date of receipt, Disbursement Voucher (DV) number, name of payee and amount.
- Note 2. Pre-audits the DV as follows:
- Check the completeness and propriety of the supporting documents (SDs) against checklist.
 - Prior payment has been made on the same DV
 - Consistency of the amount in the Obligation Request and Status (ORS) and DV.
 - Accuracy of computation on valid claims.
- If incomplete or incorrect, return the DV with SDs to the end-user/payee for compliance.

References

- Disbursement Voucher
- Checklist of Requirements
- COA Rules and Regulation
- DBM Circulars
- ORS

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