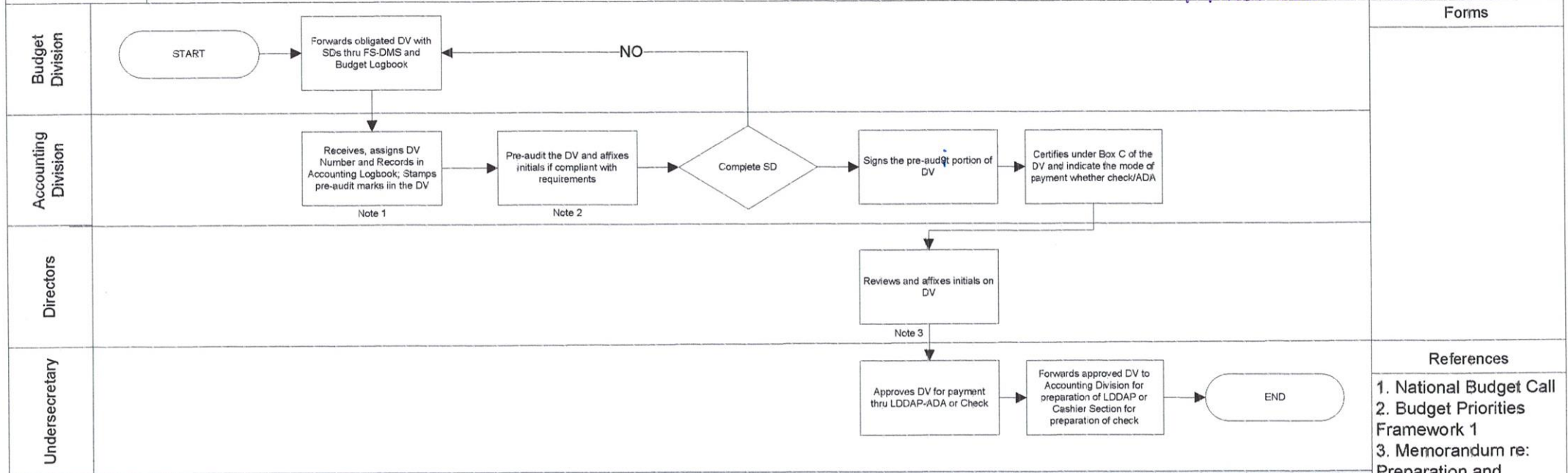




Title	Processing of Disbursement Voucher (DV)	Document Number	DOJ-PM-FNS03-001	Page 1 of 1
Objective	To guide programs, services and concerned offices in the process involved in the approval of disbursement voucher	Revision	2	
		Effective Date	11 NOV 2019	



Forms

- References
1. National Budget Call
 2. Budget Priorities Framework 1
 3. Memorandum re: Preparation and Submission of Proposed Budget for succeeding CY
 4. DOJ Issuances
 5. Project Procurement Management Plan (PPMP)

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) with that of the DV.
- Accuracy of computation of valid claims.

If incomplete or incorrect, return the DV with SDs to the following for the compliance (1) end-user/payee for services/programs in DOJ Proper; and (2) Budget Focal for regional offices

Note 3: If disapproved, return to Budget Division, for appropriate action.

Prepared by: EMMANUEL LOWELL A. PANDAAN Chief, Accounting Division	Verified by/Reviewed by: MARIA ELISA B. GERMAR Director, Financial Service	Approved by: ADONIS P. SULIT Assistant Secretary
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