



OBLIGATION AND DISBURSEMENT OF FUNDS for Reimbursement for gasoline expenses and toll fees (for DOJ official vehicles only)

The Budget and Accounting Divisions are in-charge in the allotment, approval and disbursement of funds to cover payment for the reimbursement of gasoline and toll fees for DOJ official vehicles used for official businesses.

Office or Division:	Budget Division and Accounting Division-Financial Service
Classification:	Simple
Type of Transaction:	Government to Government
Who may avail:	DOJ organic officials and employees

CHECKLIST OF REQUIREMENTS		
Document	No. of Copies	Where to Secure
1. Obligation Request and Status (ORS) –Box A signed by approving authority	Four (4)	Requesting party/payee
2. Disbursement Voucher – Box A signed by approving authority	Four (4)	Requesting party/payee
3. Letter of request for reimbursement	One (1)	Requesting party/payee
4. Official Receipts bearing the Plate Number of the official vehicle	One (1)	Gasoline stations
5. Travel Authority/Officer Order/ Designation as Process Server duly signed by authorized official	One (1)	Requesting party/payee
6. Duly accomplished and properly filled up Trip Ticket	One (1)	Maintenance Section/Administrative Service
7. Summary of odometer reading	One (1)	Maintenance Section/Administrative Service
8. Certificate of Appearance/ Attendance, if applicable	One (1)	Requesting party/payee
9. Statement of Official Expenditures	One (1)	Requesting party/payee
10. Certification of total number of liters of gasoline consumed during the official function as Process Server	One (1)	Maintenance Section/Administrative Service

Additional documents may be required for purposes of validation.



PROCEDURES				
Client Steps	Agency Actions	Fees to be Paid	Processing Time *	Person Responsible
1. Prepares and submits duly accomplished ORS, DV, and other supporting documents that should be prepared by the end-user	Receive, record in the logbook and forwards to in-charge (budget focal)	None	One (1) hour	Budget Division Receiving Personnel
	Review completeness and validity of supporting documents as to funds availability		One (1) hour	In-charge/budget focal-Budget Division
	Obligate ORS		One (1) hour	In-charge-Budget Division
	Review and signs ORS		One (1) hour	Chief-Budget Division
	Release to Accounting Division		One (1) hour	Budget Division-releasing personnel
	Receive, record in the logbook and forward to in-charge in pre-audit		One (1) hour	Accounting Division Receiving Personnel
	Pre-audit DV		One (1) hour	In-charge-Pre-audit Section, Accounting Division
	Signs Box B of DV and indicate mode of payment whether check or ADA		One (1) hour	Chief-Accounting Division
	Release DV to the office of FS Director		One (1) hour	Accounting Division Releasing Personnel
	Affixes initials in Box C		One (1) hour	Director IV-Financial Service
	Release DV to office of authorized signatory		One (1) hour	Releasing Personnel-Budget Division
	Sign/approve DV			Undersecretary/ Assistant Secretary for Finance
	Receive and record approved DV and forward to in-charge		One (1) hour	Receiving Personnel-Accounting Division



	Prepare LDDAP-ADA		One (1) hour	In-charge-Accounting Division
	Review LDDAP-ADA		One (1) hour	Assistant Chief-Accounting Division
	Sign Box A of LDDAP-ADA		One (1) hour	Chief-Accounting Division
	Record and release LDDAP		One (1) hour	Releasing Personnel-Accounting Division
	Receive and record LDDAP and forward to signatory		One (1) hour	Receiving Personnel-Budget Division
	Signs/approves Box C of LDDAP-ADA		One (1) hour	Director IV-Financial Service
	Release signed/approved LDDAP-ADA		One (1) hour	Releasing Personnel-Budget Division
TOTAL:			2 days and 3 hours	

Maximum processing time depending on the volume of transaction

***Can be signed by the designated alternate signatories in case of unavailability of the principal signatories.*