

PEEDO ADMIN – DIVISION

1. PEEDO – Administrative Services

This service processes payments for utilities such as representation, gasoline, water, etc.

Office or Division:	PEEDO Admin Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved purchase order (Original Copies, Complete Set w/ attachments) *Number of copies may vary depending on PGSO-BAC		1. Provincial General Services Office – Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of Charge Invoice, Official Receipts or Delivery receipts to office	1.1. Prepare Obligation Request and Disbursement Voucher 1.2. Forward for signature by P.G. Head 1.3 Forward voucher to Budget office for obligation 1.4 Forward obligated voucher to Accounting Office	N/A	20 minutes	<i>Division Liaison</i> PEEDO
TOTAL:		N/A	20 minutes	