

2. Processing of Payment of the Delivered Supplies and Services

Processing of payment has to work in accordance with the regulatory requirement of the organization. This requires that the organization involved at every step of the process take full responsibility for policies and procedures regarding purchasing, payment, and vendor relations. Purchases also need to be made in the most efficient and cost-effective manner.

Processors for the payment can coordinate different offices to make the process of payment complete and each has different operating characteristics, rules and settlement mechanisms. Processing of payment varies depending on parties involved in the transactions.

Office or Division:	PGSO – Procurement and Warehousing Division	
Classification:	Simple	
Type of Transaction:	G2G-Government to Government G2B – Government to Business	
Who may avail:	Business Entity (Suppliers, Contractors)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Direct Contracting: <ol style="list-style-type: none"> a. Disbursement Voucher (3cps) b. Obligation Request (2cps) c. Purchase Request (1copy) d. Direct Contract Award (1cpy) e. Statement of Account/Billing Statement (1cpy) f. Purchase Order/Contract/MOA (1cpy) g. Transmittal of PO/Contract/MOA to COA (1cpy) h. Certificate of Exclusive Distributorship (Certified Photocopy by PGSO) (1cpy) i. Price-List/Quotations/Pro-Forma Invoice (1cpy) j. Notice of Delivery received by the concerned department (1cpy) k. Acceptance & Inspection Report (Stamped by COA) (1cpy) l. Certificate of Product Registration (for drugs & meds) duly certified by PGSO (1cpy) m. Certificate of Sampling (Original Copy – for drugs & meds only) 		PGSO - BAC Secretariat

(1cpy) n. Parts & Materials Requirement (when applicable) (1cpy) o. Report of Waste Material (when applicable) (1cpy) p. Property Issue Slip/Requisition & Issue Slip (when applicable) (1cpy) q. Property Acknowledgement Receipt (1cpy) r. Project/Activity Design/Logframe/POW (for Infra Projects) (1cpy) s. Statement of Work Accomplished (1cpy) t. Notice of Project Suspension/Notice to Resume (for Infra Projects) (1cpy) u. Notice to Proceed/Commence Work (1cpy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare and attach all necessary documents for processing of payments Forward to PACCO	none	15 minutes	PGSO – Admin. Aide - III
1. Follow – up vouchers	Trace the vouchers through database Inform the client the status of their vouchers Give the OBR Number, PO Number for them to verify to PACCO	none	5 minutes	PGSO – Admin. Aide - I
2. Presents to	Verify and check		2 minutes	PACCO

PACCO, give the OBR number and PO number	the OBR number and PO number through Fund Management System (FMS) Inform the client the status of the vouchers			
3. Proceed to PTO, give the OBR number and PO number	Verify and check the OBR number and PO number through Fund Management System (FMS) Check for payment will be released after the advice from PACCO		2 minutes 1 day	PTO - LRCO
TOTAL:		none	1 day and 14 minutes	