

#### 4. 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.

<b>Office or Division:</b>	PGSO – Procurement and Warehousing Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G-Government to Government G2B – Government to Business	
<b>Who may avail:</b>	Business Entity (Suppliers, Contractors)	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<b>Shopping – Various Transaction (Regular/Small Value Procurement):</b> <ol style="list-style-type: none"> <li>a. Disbursement Voucher (3cps)</li> <li>b. Obligation Request (2cps)</li> <li>c. Purchase Request (1copy)</li> <li>d. Charge Invoice/Statement of Account/Billing Statement/Cash Invoices/OR (1cpy)</li> <li>e. Purchase Order/Contract/Memorandum of Agreement (1cpy)</li> <li>f. Transmittal of PO/Contract/MOA to COA (1cpy)</li> <li>g. Abstract of Quotations (1cpy)</li> <li>h. Quotation Forms (1cpy)</li> <li>i. Acceptance of Inspection Report (1cpy)</li> <li>j. Notice of Delivery stamped by COA (1cpy)</li> <li>k. Parts and Materials Requirement (1cpy)</li> <li>l. Report of Waste Material (1cpy)</li> <li>m. Property Issue Slip/Requisition &amp; Issue Slip/ICS (1cpy)</li> <li>n. Property Acknowledgement Receipt (1cpy)</li> </ol>	PGSO - BAC Secretariat

<ul style="list-style-type: none"> <li>o. Project/Activity Design/Logframe/Bill of Materials (1cpy)</li> <li>p. Program of Work (for Infra Projects) (1cpy)</li> <li>q. Statement of Work Accomplished (1cpy)</li> <li>r. Notice of Project Suspension/Notice to Resume (for Infra Project) (1cpy)</li> <li>s. Notice to Proceed/Commence Work (1cpy)</li> <li>t. Letter Request for work extension received by BAC, when applicable (1cpy)</li> <li>u. BAC Minutes approving/disapproving request (1cpy)</li> <li>v. Justification on-deliveries prior to the date when PO was served signed by the Requisitioning Officer (1cpy)</li> <li>w. BAC Resolution adopting alternative mode of procurement (1cpy)</li> <li>x. Printout copies of advertisement posted in the PhilGeps (1cpy)</li> <li>y. Printout copies of advertisement posted in the province website (1cpy)</li> <li>z. Authority from DILG (purchase of government vehicle when applicable) (1cpy)</li> <li>aa. Certificate of Tax Exemption (when applicable) (1cpy)</li> <li>bb. Attendance Report with complete address and signature, certified true and correct by authorized officer</li> <li>cc. Invitation/Call of meeting (1cpy)</li> <li>dd. Terminal Report with dated pictures taken during the activity (1cpy)</li> <li>ee. List of Recipients indicating name, signature, address (when applicable) (1cpy)</li> </ul>	
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ff. Certificate of Registration (COR), when applicable (1cpy) gg. Other documents peculiar to the mode of procurement and considered necessary in the audit review and in the technical evaluation thereof. (1cpy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Prepare all necessary documents for processing of payments	none	15 minutes	PGSO – Admin. Aide - I
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 PACCO, give the OBR number and PO number	Verify and check the OBR number and PO number through Fund Management System (FMS)  Inform the client the status of the vouchers		2 minutes	PACCO
3. Proceed to PTO, give the OBR number and PO	Verify and check the OBR number and PO number through Fund		2 minutes	PTO - LRCO

number	Management System (FMS)  Check for payment will be released after the advice from PACCO		1 day	
<b>TOTAL:</b>		<b>none</b>	1 day and 14 minutes	