

1. Issuance of Certification of No Unliquidated Cash Advance

The Certificate of No Unliquidated Cash Advance is issued to employees processing their Cash Advances (Cash Advance for travel, Special/Petty Cash Advance).

Office or Division:	PACCO- Financial Resources & Expenditure Mgt Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Employees of Provincial Government of Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement Voucher of Cash Advance (1 Original)		Requisitioning Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIM	PERSON RESPONSIBLE
1. Present the Disbursement Voucher for Cash Advance	-Verifies if there is existing unliquidated cash advance -Prepares certification	None	15 mins	-Benefits and Claims Processing Division staff assigned (carding) -Financial Resources and Exp. Mgt Division staff assigned
TOTAL:		None	15 mins	