

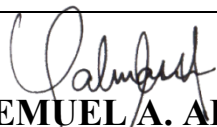


ACCOUNTING SERVICES

Title of Frontline Services : PAYMENT OF CLAIMS
Schedule of Availability of Service : Monday-Friday 8am-12noon/1:00pm-5:00pm
Key Person : Accountant, Assistant Clerk
What are the Requirements? : Payroll, Special Order, Job Order, Purchase Order and its Supporting Document

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit Claim Claimants submit claims such as Purchase or Job Orders; Payroll; Hours of rendered – honoraria; utility bills to the officer-in-charge.	2 minutes	Assistant Clerk/ Accountant
2. Check of Claim The supporting papers must be complete and duly signed & accomplished. The in-charge shall stamp date of receipt after checking the claim. Forward reputable claims to accountant.	2 minutes	
3. Funds availability There must be allotment to charge expenditures. There must be enough cash available to cover the payment.	5 minutes	Accountant
4. Preparation of vouchers If funds are available, vouchers are prepared and recorded to the books. It will be forwarded to Director for Administration, Finance and Planning for Verification and Certification.	10 minutes	
Director for Administration, Finance and Planning shall check appropriate box and signs.	5 minutes	Director for Finance and Administration


MARLON LEMUEL A. ALMARIO, CPA
Accountant