

(FORM-4)



Republic of the Philippines
Office of the Chief Minister
Bangsamoro Autonomous Region in Muslim Mindanao
Bangsamoro Government Center, Cotabato City

Received by Internal Audit Office:

STANDARDIZED DOCUMENTARY CHECKLIST (SDC) AND GUIDELINES
FOR PROCESSING OF PAYMENTS
(in reference to COA Cir. 2012-001)

Control No.

PAYMENT FOR VARIOUS EXPENSES

[Version 9.0]

Payment for:

- Electricity bill
Water bill
Internet connection
Telephone/Mobile subscription
Cable subscription
Fuel consumption
Plane Tickets
Training/Seminar fees
Membership Fees to Orgs.

- Radio/TV Advertisement
Extraordinary & Misc. Expenses
Insurance Expense (GSIS)
Renewal of LTO reg.
Reimbursement for:
Others, pls. specify:

General Instructions:

- To avoid delays in processing, please make sure that all applicable documentary requirements are completely attached.
Please make sure that all attachments are completely signed by authorized persons.
To preserve the credibility of the documents attached, please avoid erasures or any form of alterations as much as possible.
Should there be any unavoidable alterations, please countersign beside it.

Common documentary requirements:

(mark / if complied, if not applicable, write N/A on the space provided):

- Obligation Request and Status (ORS)
Disbursement Voucher (DV)
Statement of Account/Bill (if any)
Official Receipt (for post-audit)
BIR Form 2306 (for post-audit)
BIR Form 2307 (for post-audit)
Copy of Check (for post-audit)

Add'l reqt. for Trainings/Seminar Fees:

- Training Invitation
Program / Training Design
L&D Request Form (from HRMD)
Post-training Report for previous training attended (if any)
Certificate of Completion (for post-audit)

Add'l reqt. for Membership Fees:

- Membership Forms
Membership Confirmation (for post-audit)

Additional requirements:

For advertising expenses:

- Copy of newspaper clippings publication and/or CD in case of TV/Radio commercial

For GSIS Insurance (vehicles):

- Sales Invoice (for initial application)
Photocopy of Certificate of Registration (CR) and latest OR from the LTO
Certificate of Emission Compliance (CEC)

Renewal of LTO Registration:

- Photocopy of Certificate of Registration (CR) and Official Receipt (OR) of payment
Appropriate Insurance Certificate of Cover (COC)
Duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
Certificate of Emission Compliance (CEC)
Taxpayer's Identification Number

Add'l reqt. for Fuel consumption (direct payment/thru gas voucher system):

- Copy of Contract with Gasoline Station (for initial payment)
Duly approved Gas Voucher Tickets (in support to the SOA)

Add'l reqt. for telephone expenses:

- Certification from the Agency Head or his representative that all calls made are official

Add'l reqt. for plane tickets (direct payment):

- Copy of Contract with ticketing office (for initial payment, if applicable)
Printed copy of booked plane tickets showing its corresponding amounts
Official Travel Orders related to booked tickets
Itinerary of Travel
Certificate of Travel Completed
Certificate of Appearance
Boarding Pass

Add'l reqt. for Extraordinary & Miscellaneous Expenses

- Report of Disbursement
Official Receipts and other documents evidencing disbursement
If no receipts available, certification executed by the official concerned that the expense to be reimbursed have been incurred for any purposes contemplated under the provisions of the GAAB in relation to or by reasons of his position
Other supporting documents as are necessary depending on the nature of expense charged

For reimbursements:

- Report of Disbursement
Justification indicating the reason for not resorting to usual procurement process, duly signed by the head of requesting unit
Official Receipts
Other documents evidencing the disbursement (eg. pictures, etc.)
Attendance sheet (for official meetings)
Notice of Meeting (for official meetings)

Other expenses, pls. specify:

Pls. list down below the attached documents:

- Blank lines for specifying other expenses

Table with columns for tracking document flow: RELEASED BY AMS, RECEIVED BY BUDGET DIVISION, INCOMPLETE ATTACHMENTS, FORWARDED TO ACCOUNTING, FORWARDED TO FMS DIRECTOR, FORWARDED TO ASST. SENIOR MINISTER, FORWARDED TO CASH DIVISION. Includes fields for Date, Responsible Person, and Date released.