

**PROCUREMENT DEPARTMENT  
ROUTING SLIP**

END - USER <i>bmd</i>	PR# <i>bmd 18-07-010</i>	DATE: <i>JULY 13, 2018</i>	
DESCRIPTION <i>REPAIR OF 8 SETS LIGHTED RUNWAY</i>	POW#	P.D. CONTROL NO. <i>18-07-035</i>	
ACTION REQUIRED <i>"X" Storage</i>	CHECKLIST REMARKS	IN SUPERVISOR	REMARKS
<b>PROCUREMENT DEPARTMENT( Procurement Assistant )</b>			
Receive Approved:			
a. Purchase Request			
b. Request for Refreshment			
c. Request for Accommodation			
d. Request for Media Advertisement			
ATTACHMENTS :			
1. Complete specifications/layout or sample( if applicable)			
2. PPMP ( latest )			
3. Other applicable attachments :			
> Computer related - MIS Certificate			
> For inventories item - RIS indicating no stocks available			
> Furniture - certificate from Property of none availability			
> Vehicle - R&M of Vehicle			
> Equipment -R&M of Equipment			
> Construction Material- Work Request/ Program of Work			
> Approved Program Activities ( for activities)			
4. For Unforeseen purchases			
> Updated PPMP verified by BAC office			
> Budget Realignment ( if applicable )			
> Supplemental Budget ( if applicable )			
5. For Emergency Purchases			
> Approved BAC Resolution			
> Justification			
<b>PROCUREMENT ASSISTANT/OFFICER</b>			
1. Prepare the ff:			
( Issuance of Certification )			
> PhilGEPS Posting ( for Php 50,000.00 and above )			
> Request for Quotation			
> Canvass Report			
> Other Documentary Requirements per Mode of Procurement			
> Preparation of Purchase Order ( PO) <i>9/13/18 N</i>			
( Approval up to Php 500,000.00 - Manager Procurement )			
> PhilGEPS -Award ( for Php 50,000.00 and above )			
<b>PRES &amp; CEO</b>			
> For approval of PO with an amount above Php 500,000.00			
<b>TREASURY DEPARTMENT</b>			
> Stamp " CFA "			
<b>SUPPLIER</b>			
> Conformity in the PO			
> Delivery of goods/services			
<b>PROPERTY DEPARTMENT</b>			
> Inspection and Acceptance Report and other applicable documents			
<b>PROCUREMENT DEPARTMENT</b>			
> Preparation of DV <i>Canvass Report P 69,680 P 18,635</i>			
<b>PROCESSING DIVISION</b>			
> Processing of Payment ( DV )			
<b>VP - FAG</b>			
> Approval of DV			
<b>TREASURY DEPARTMENT</b>			
> Preparation of Check			
> Signatories ( VP BCDG, VP- AFG )			
> Release of Check			
<b>SUPPLIER</b>			
> Receive Payment			

DUE DATE( Buyer ) :  
 PHILGEPS CLOSING:  
 CANVASS REPORT DATE: *9/12/18*  
 PO #  
 PO DATE:  
*PO# 18350 - Grand Phil - P 69,680*  
*PO# 18349 - P 18,635*

*9/13/18*  
*9/17/18*  
*9/18/18*  
*9/18/18*  
*- m to sum*  
*processing*

SCANNED

Republic of the Philippines

**DISBURSEMENT VOUCHER**

MODE OF PAYMENT

MDS Check       Commercial Check       ADA       Others

No.:

Date:

Payee/Office:  
**Greatphil Enterprises Inc.**

TIN/Employee No.:

OS/BUS No.:

Date:

Address:  
San Juan City

Responsibility Center

Title:

Code:

Particulars

Amount

Payment for the purchase of various spare parts. (Runway signages X.)

**PHP**      69,680.00

PO#      18350  
RIV#      EMD 18-07-010  
INV#  
IAR#

Amount Due

**A** Certified:

Supporting documents complete and proper

Cash available

Subject to ADA (where applicable)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_  
(Head, Accounting Unit/Authorized Representative)

Date: \_\_\_\_\_

**B** Approved for Payment:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
**Alexander S. Caguilan**

Position: \_\_\_\_\_  
(Agency Head/Authorized Representative) **PCEO**

Date: \_\_\_\_\_

**C** Received Payment:

Check/ADA No.: \_\_\_\_\_

Date: \_\_\_\_\_

Bank Name: \_\_\_\_\_

OR No./other relevant document

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Issued \_\_\_\_\_

**D** Journal Entry Voucher:

No: \_\_\_\_\_

Date: \_\_\_\_\_