

2. Service Name: DISBURSEMENT VOUCHER PREPARATION FOR PAYROLLS, REFUND OF EXCAVATION/CONSTRUCTION/RENOVATION DEPOSIT, BIDDERS/PERFORMANCE/CASH BOND.

Service Information: The Accounting Office is in charge for all payroll, refund from Excavation/ Construction/Diggings after securing clearance from the City Engineer's Office, and all Bidders/Performance/Cash bond after performing the delivery of goods and Services and other related documents.

Office or Division:	Accounting Office/Department			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Any person, firm or corporation local utilities, including agency or instrumentality of the government that shall undertake diggings for the installation, repair and maintenance of water service pipes, gas pipes, telephone or telegraph wires or cable units, sewer and drainage systems and suppliers/bidders if applicable.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Excavation/Construction/Renovation Deposit: <ul style="list-style-type: none"> - Original Copy of the receipt of the bond - Clearance - Photos Before and After Construction - Residential Certificate of the Company or Person if Sole Proprietor 		Treasury Department Engineering Department Provided by the client Treasury Department		
For Bidders Bond: <ul style="list-style-type: none"> - Original Copy of the receipt of the bond - Letter claiming the Bidders/Performance/Cash bond deposit 		Treasury Department Provided by the client		
For Performance/Cash Bond: <ul style="list-style-type: none"> - Original Copy of the receipt of the bond - Letter claiming the Bidders/Performance/Cash bond deposit - Certification of no-objection from end-user to release Performance/Cash bond 		Treasury Department Provided by the client End-user Department or the General Services Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the necessary requirements to the personnel in charge in the office.	2. Evaluate the documents and check from the system if included in the Other Payables Account (for Bidders/Performance/Cash bond) or Trust Liability Account (for	None	10 minutes	Personnel in charge for the Disbursement Voucher Preparation

	excavation/Construction/Renovation Deposit)			
	2. Prepare the Disbursement Voucher and the corresponding Journal Entry Voucher	None	10 minutes	Personnel in charge for the Disbursement Voucher and Journal Entry Voucher Preparation
	3. Endorse the Disbursement Voucher and Journal Entry Voucher to the City Accountant/Assistant City Accountant/Accountant IV for signature and approval.	None	20 minutes	Personnel in charge for the Disbursement Voucher and Journal Entry Voucher Preparation
	4. Endorse to the next department who will continue the process for preparation of checks and encashment.	None	5 minutes	Personnel in charge for the Log-in/Log-out of the documents.

END OF TRANSACTION; Transaction Time 45 minutes