**FUND UTILIZATION REQUEST AND STATUS**

**(FURS)**

*INSTRUCTIONS*

1. The FURS shall be prepared by the requisitioning office administering the trust receipts and the Local Accountant shall certify as to availability of funds. FURs shall be posted in the Registry of Special Trust Fund.
2. The report shall be accomplished as follows:
3. **LGU** – name of the local government unit
4. **FURS No.** – number assigned to the FURS for control purposes which shall be as follows:

0000– 00 –0000

Serial number (one series for each year)

Month

Year

1. **Date** – date of the FURS
2. **Fund** – name of fund
3. **Payee** – Name of payee or creditor
4. **Office** – office of the payee/creditor
5. **Address** – office address of the payee/creditor
6. **Project –** project/purpose where expenses shall be charged
7. **Particulars –** brief description of the utilization requested for
8. **Account Code –** the appropriate account code according to the RCA
9. **Amount –** Amount of utilization
10. **Box A –** Certification by the Head of Requesting Office/Authorized Representative Charges to special trust fund is necessary and lawful; and supporting documents are valid, proper and legal.
11. **Box B –** Certification by the Head of Accounting Division/Unit/Authorized Representative that funds are available and utilized for the purpose
12. This form shall be prepared in three (3) copies to be distributed as follows:

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| *Original* | **–** | Accounting Division/Unit |
| *Copy 2* | **–** | to be attached to the DV |
| *Copy* 3 | **–** | Requesting Office |