

GENERAL FORM NO. 1
REVISED NOVEMBER 3, 1992REPUBLIC OF THE PHILIPPINES
DISBURSEMENT VOUCHER**VOUCHER NO. 151515**

PAYING AGENCY

National Housing Authority

NAME AND ADDRESS OF CLAIMANT

SABUSAP, LYNN et. al

EMPLOYEE
NO/TIN

PARTICULARS OF PAYMENT

AMOUNT

Payment for the services rendered by the Officers and Employees for the period April 2023 as per attached supporting documents in the total amount of
.....

101,660.00

CERTIFIED ~~Expenses/Cash~~
~~advance necessary~~
~~lawful and incurred~~
~~under my direct~~
~~supervision~~

PRINTED NAME DESIGNATION AND SIGNATURE OF OFFICER

ACCOUNTING ENTRIES

OBLIGATION	FPA	OBJECT CODE	ACCOUNT CODE	DEBIT	CREDIT
ob1	fp1	11 22	-	200.00	
ob2	pf	33 44	50101010	97,660.00	
-	-	- -	50102010	4,000.00	
-	-	- -	50103010	11,719.20	
-	-	- -	50103030	1,953.20	

Journalized
by/dateIndexed
by/date

APPROVED For ()

ONE HUNDRED ONE THOUSAND SIX HUNDRED SIXTY
and cents

AMOUNT IN WORDS

PRINTED NAME AND SIGNATURE
OF APPROVING OFFICER/REPRESENTATIVECERTIFIED Adequate available funds / budgetary allotment in the amount of P 101,660.00:
expenditure properly certified; supported by documents marked (x) per checklist on back hereof; account codes,
proper, previous cash advance liquidated accounted for.

PRINTED NAME AND SIGNATURE OF ACCOUNTANT

CHECK

RECEIVED FROM

RELEASING OFFICER

NO.

AMT

DATE

AMOUNT IN WORDS

OFFICIAL RECEIPT

NO

DATE

PRINTED NAME AND SIGNATURE
OF CLAIMANT / REPRESENTATIVE

FOR COA USE ONLY

ALLOWED IN AUDIT (P)

AMOUNT IN WORDS

PRINTED NAME AND SIGNATURE OF AUDITOR

INSTRUCTIONS

1. Prepare in triplicate copies or more if necessary.
2. The voucher number shall be indicated voucher and on every supporting documents.
3. Attach original supporting documents, bills, invoices, purchase orders, etc. to the voucher.
4. Paid vouchers including its supporting documents shall be perforated and conspicuously stamped PAID.

5. The "RECEIVED FROM" portion of the voucher shall be accomplished only after the three (3) signatures in the voucher are secured and only upon actual receipt of payment.
6. Box A shall be signed by the responsible officer having direct supervision and knowledge of the facts of the transaction.

CHECKLIST: MANDATORY MINIMUM SUPPORTING DOCUMENTS FOR COMMON TRANSACTIONS

1	FIRST SALARY	INITIALS OF REVIEWERS	5	RETIREMENT (OPTIONAL)	INITIALS OF REVIEWERS	9	NEGOTIATED CONTRACTS INFRA	INITIALS OF REVIEWERS
	Appointment duly approved by appointing Authority			All under no 4			Authority to enter into negotiated contract	
	Oath of Office			GSIS retirement gratuity adjudicate of Clearance			Contract documents performance bond & contractor's accreditation	
	Statement of Assets and Liabilities			GSIS Certificate of Clearance			Plans and Specifications	
	Certificate of Service or Daily Time Record		6	TRAVEL EXPENSES (DOMESTIC)			Program of Work and detailed Cost Estimates	
	Certificate of Assumption			Travel Order			Notice to Commence Work	
	Additional requirements in case of transfer - Clearance from previous office - Certificate of last salary received from former office verified by auditor			Approved Itinerary of Travel			Cert of Acceptance and Inspection Report	
2	PROMOTIONS & SALARY DIFFERENTIALS			Certificate of Travel Completed		10	CONTRACT THRU PUBLIC BIDDING INFRA	
	Approved Appointment or Notice of Salary Adjustment			Certificate of Appearance			All under No. 9 except Authority to enter into Negotiated Contract	
	Certificate of Service or Daily Time Record			Tickets			Advertisement/Call to Bid	
	Certificate of Assumption		7	OVERTIME			Abstract of bids with winning bidders offer and Bid Tenders of other participants	
3	COMMUTATION OF LEAVE			Authority to Render Overtime Service			Letter of Award/Acceptance of Bid/Proposal	
	Approved Application for Leave			Accomplishment Report signed by Employee and Supervisor		11	SUCCEEDING PAYMENTS	
	Certificate of Available Leave Credits		8	PURCHASES			Bill of creditor and progress report of accomplishment	
	Clearance, if in excess of thirty days			Requisition/RIV/Purchase Request (orig.)			Inspection Report	
	Medical Certificate if Sick Leave or Maternity Leave			Purchase Order/Letter Order/Contract (orig.)		12	PAYMENT FOR CHANGE OR EXTRA WORK ORDER & CONTRACT PRICE ADJUSTMENT	
	Marriage Contract for first Maternity Leave			Original Invoice			All under nos. 9, 10, 11	
4	TERMINAL LEAVE			Certificate of Acceptance			Approved change or extra work order	
	Approved Application for Leave			Inspection Report/Waiver of Inspection			Approval by proper authorities of price adjustment	
	Complete Service Record			Result of Test Analysis by proper Govt Agency if articles are subject to test		13	FINAL PAYMENT	
	Clearance from Money, Property and Legal Accountability			EMERGENCY PURCHASE - canvas papers - at least three (3) price quotations from bonafide dealers certificate of emergency purchase			All under nos. 9, 10, 11	
	Ombudsman's Clearance			PURCHASE THRU EXCLUSIVE DISTRIBUTOR - certificate of exclusive distributorship - certificate that there are no sub-dealers selling at lower prices and that no suitable substitutes are available			Certificate of completion and final acceptance	
	Statement of Assets and Liabilities						Job order / contract	
	Copy of Last Appointment						Waste material report	
	If die to Retirement, copy of Appointment showing highest salary under last appointment is not the highest						Certificate that damage is due to fair wear or tear & not due to negligence	
	Additional requirements in case of field employees - Clearance from Central Office - Clearance from Office of Last Assignment			PUBLIC BIDDING - abstract of bids supported by winning bidder's offer and bid tenders of other participants - letter of award/ acceptance - performance bond of winning bidder			Guranty of the reoairman	
							Pre/post-repair inspection by unit auditor if amount is below P5,000 or by COA TPI if amount exceeds P5,000	