Originating Office : Concerned Office

Document Type : Communication

Section Head

Division Head

MCC

Back to concerned office – for processing email or thru postal and filling

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Originating Office : End User

Document Type : Purchase Request small value

Division Head – Recommending Approval

Procurement Office – for checking PPMP and numbering

MCC – for approval

Procurement Office – processing request

Originating Office : Procurement

Document Type : Request for Quatation

BAC Chairperson – signature

Procurement - for processing

Originating Office : Procurement

Document Type : BAC Resolution

BAC members – signature

MCC – for approval

Procurement – for processing

Originating Office : Procurement

Document Type : Purchase Order

Procurement

Chief Admin Officer – for initial

Accounting – pre-audit

Budget – budget obligation

Accounting – for signature of Accountant

MCC – Approval

Procurement – For receiving of Suppliers

Material Management Section and COA– For delivery

Originating Office : MMS

Document Type : Disbursement Voucher

Division Head – Recommending Approval

Accounting - For PROCESSING (Pre Audit and signature of Accountant )

MCC – for approval

Cashier – for preparation of cheque/ online payment

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Originating Office : MMS

Document Type : Notice of Delivery

COA – for filing

Concerned Office - for inspection

Interna Audit Unit - inspection and acceptance

Concerned Office – for signature

IAU – for signature

MMS – FOR acceptance

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Originating Office : End User

Document Type : Purchase Request ( High Value)

End User

Division Head – recommending approval

MCC - approval

Budget – for Funding Source

Procurement – for Processing