

PROCESS FLOW

[illegible]

PROCESS FLOW

	PURCHASE REQUEST						PURCHASE ORDER			INSPECTION REPORT					PAYROLL				PETTY CASH				OBLIGATION REQUEST				DISBURSEMENT VOUCHER					CHECK							
	ADM	OPG	PBO	PTO	ADM	OPG	OVG	ADM	OPG	OVG	GSO	ACC	PTO	OPG	OVG	HRMD	ADM	ACC	PTO	ADM	OVG	PBO	ACC	PTO	CASH	ADM	OPG	OVG	PBO	ACC	PTO	ADM	OPG	OVG	PTO	ADM	OPG	OVG	
NON-OPG FUND																																							
BELOW 50,000																																							
a.Regular - Supplies, Capital Outlay, Drugs, Medicines, Purchase of Goods, Services			1	2	3			4			5	7	8	9															10	11	12	13			14	15			
b.Gasoline, Oil & Other Utilities			1	2	3			4																					5	6	7	8			9	10			
c. Electric, Telephone Bills & Tolls																												1	2	3	4			5	6				
d. Cash Advance/Replenishment of CA - Marketing (Food of Hosp Patients), Supplies, Maintenance, Labor, etc.																										1		2	3	4	5			6	7				
e. Cash Advance-Special Programs/Projects/Travel Expenses (DH)																										1		2	3	4	5			6	7				
f. Liquidation of Cash Advances																										1		2	3	4	5			6	7				
g. Cash Advance (Salaries & Benefits thru cashier)																												1	2	3	4			5	6				
h. reimbursement (Petty Cash Fund)																							1	2	3	4													
i. TRAVEL (except Dept. Head)																							ACC	ADM					3	4	5	6			7	8			
j. LIQUIDATION OF CASH ADVANCE																												1	2	3	4								
ABOVE 50,000																																							
a.Regular - Supplies, Capital Outlay, Drugs, Medicines, Purchase of Goods, Services			1	2	3	4		5	6		7	8	9	10															11	12	13	14	15		16		17		
b.Gasoline, Oil & Other Utilities			1	2	3			4	5																				6	7	8	9			10	11			
c. Cash Advance/Replenishment of CA - Marketing (Food of Hosp Patients), Supplies, Maintenance, Labor, etc.																										1		2	3	4	5			6	7				
d. Cash Advance-Special Programs/Projects/Travel Expenses (DH)																										1		2	3	4	5			6	7				
e. Liquidation of Cash Advances																										1		2	3	4	5			6	7				
f. Cash Advance (Salaries & Benefits thru cashier)																												1	2	3	4			5	6				
g. reimbursement (Petty Cash Fund)																							1	2	3	4													
h. LIQUIDATION OF CASH ADVANCE																												1	2	3	4	5							
i. Payroll - Salaries & Benefits(Permanent & Casual)																	1		2	3	4					5		6											
j. Payroll Voucher																												1	2	3	4								
k. Payroll - Job Order and Honoraria																			1	2	3							4											
l. Reimbursement(Petty Cash Fund)																													1	2	3								
m. Terminal Leave and Gratuity																												1	2	3	4			4	5				
n. Refund(depositors space rental, tuition Vat or Contractors, tax)																													1	2	3			4		5			
CASH PHARMACY FUND																																							

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		PURCHASE REQUEST						PURCHASE ORDER			INSPECTION REPORT					PAYROLL				PETTY CASH				OBLIGATION REQUEST				DISBURSEMENT VOUCHER					CHECK						
		ADM	OPG	PBO	PTO	ADM	OPG	OVG	ADM	OPG	OVG	GSO	ACC	PTO	OPG	OVG	HRMD	ADM	ACC	PTO	ADM	OVG	PBO	ACC	PTO	CASH	ADM	OPG	OVG	PBO	ACC	PTO	ADM	OPG	OVG	PTO	ADM	OPG	OVG
Purchases					1	2			3			4	6	7	8																								
2 above 50,000																																							
Purchases					1	2	3		4	5		6	7	8	9																								
SP FUND																																							
a.Regular - Supplies, Capital Outlay, Purchase of Goods, Services & others				1	2			3			4	5	6	7		8												9	10	11			12	13				14	
b.Gasoline, Oil & Other Utilities				1	2			3			4																	5	6	7			8	9				10	
c. Electric, Telephone Bills & Tolls																											1	2	3			4	5					6	
d. Cash Advance/Replenishment of CA - Marketing (Food of Hosp Patients), Supplies, Maintenance, Labor, etc.				1	2	3																						4	5	6	7			8	9				
e. Cash Advance-Special Programs/Projects/Travel Expenses (DH)				1	2	3																						4	5	6	7			8	9				
f. Financial Assistance - Indigents, affected of Calamities and Disasters				1	2	3		4																				5	6	7	8			9	10				
g. Aid - Brgy, Municipalities GA and NGO Institutions				1	2	3		4																				5	6	7	8			9	10				
h. Liquidation of Cash Advances				1	2	3																						4	5	6	7			8	9				
i. Cash Advance (Salaries & Benefits thru cashier)																											1	2	3	4			5	6					
j. reimbursement (Petty Cash Fund)																						1	2	3	4														
GENERAL																																							
Remittances																												1	2	3	4			5	6				