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**REVISION HISTORY**

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| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved By |
| 1 | 01 June 13 | Add revision history page | - Recommendation from Stage 2 audit | RDPlacido |  |
| 2 | Apr. 8, 2016 | Added disclaimer when printing the document | For document control | RCGanal | WRRobles |
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TM-BR-MG- 11 Rev02, 10302015

1. **Objective**

T0 pay obligations accurately and completely on or before due date.

1. **Scope**

This defines the actions and responsibilities of Accounts Payable Accountant, Finance Head and Execom Management in disbursement procedure. This covers activities from receiving of disbursement documents to releasing of checks.

1. **Definition of Terms**

|  |  |
| --- | --- |
| Disbursement Documents | These are invoices, statement of account, purchase order, petty cash/training fund replenishment, reimbursement summary, request for payment, request for trainer’s allowance, emergency loan application form, funeral benefit claim form, payroll register and, BIR, SSS, Philhealth & Pagibig remittance schedules received for payment processing. |
| Request for Payment | The form used by the requester from other units and submitted to Finance Unit for disbursement processing. It contains the details of payment and signature of approving officer/s. |
| Disbursement Request Form | The form used by the AP Accountant to seek approval of disbursements. It contains the payment details and accounting entries. |
| Check Voucher | A pre-numbered 2-segment document which is processed upon approval of Request for Payment. It contains the check, the accounting entries, particulars and receiving section. |
| Check | A segment of the check voucher which is detached and given to payee for presentation to the bank. |

1. **Procedure Details**

|  |  |  |
| --- | --- | --- |
| **RESPONSIBLE** | **ACTIVITY** | **INTERFACE** |
| AP Accountant  Finance Head    AP Accountant |  | GL-FI-FI-03  Finance Head  GL-FI-FI-03 |

|  |  |  |
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| **RESPONSIBLE** | **ACTIVITY** | **INTERFACE** |
| Finance Head  AP Accountant  Execom |  | **GL-FI-FI-03**  Payee |

**Notes:**

1. Make sure that the disbursement documents such as invoice, official receipts, statement of accounts are original copies and are valid, complete and accurate. Request for payment should be signed by the approving officer/s.
2. When preparing the check voucher, include in the notes the following details, if applicable: invoice number, contract number, contract duration, breakdown, serial number of assets.
3. Follow schedule of release.
4. Critical disbursements are payments to suppliers, government entities such as BIR, SSS, Philhealth & Pagibig, employees’ payroll and petty cash fund replenishments. Non critical disbursements are employee’s managerial allowance reimbursements, employees’ loans & cash advances and other disbursements not classified as critical.
5. **References**

* QnE Accounting software

1. **Quality Records**

* Disbursement Documents

1. Invoice
2. Statement of Account
3. Purchase Order
4. Petty Cash Fund/Training Fund/Marketing Fund Replenishment
5. Request for Payment
6. Reimbursement of Expenses and its supporting docs
7. Payroll Register/13th month Register/Payslip
8. BIR, SSS, Philhealth & Pagibig remittance forms/schedules

* Disbursement Request Form
* Check Vouchers