|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DISBURSEMENT VOUCHER** | | | | |
| SK of Barangay: ${sk-brgy} | Payee: ${sk-payee} | | DV No.: ${sk-dv} | |
| City/Municipality: ${sk-municipality} | Address: ${sk-address} | | Date : ${sk-date} | |
| Province: ${sk-province} | TIN:  ${sk-tin} | |  | |
| Particulars | | | Amount | |
| ${particular-text} | | |  | |
| ${block\_name}  ${particular\_item}  ${/block\_name} | | | ${particular\_amount\_block}  ${particular\_amount}  ${/particular\_amount\_block} | |
| **A. Certified** as to availability of the budget or funds received for specific purpose | | **B. Certified** as to availability of cash, and completeness and propriety of supporting documents | **C. Certified** as to necessity, validity**,** propriety, and legality of claim; and **Approved** for payment: | |
| ${sk-bmo} | | ${sk-treasurer} | ${sk-chairperson} | |
| (Signature Over Printed Name) | | (Signature Over Printed Name) | (Signature Over Printed Name) | |
| BMO | | SK Treasurer | SK Chairperson | |
| Date : \_\_\_\_\_\_\_\_\_\_\_\_ | | Date : \_\_\_\_\_\_\_\_\_\_\_\_\_ | Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **D. Received Payment:** | | | Check No.: | ${check\_no} |
|  | | | Date: | ${check\_date} |
| **${sk-payee}** | | | Bank Name: | ${bank\_name} |
| Signature Over Printed Name of Payee/  Authorized Representative | | | Bank Branch: | ${bank\_branch} |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | OR No.: | ${or\_no} |
| Date | | | Date: | ${or\_date} |

Republic of the Philippines

Province of ${sk-province}

Municipality of ${sk-municipality}

**Sangguniang Kabataan of Barangay ${sk-brgy}**

**SK CHAIRPERSON’S CERTIFICATION**

|  |
| --- |
| SKCC No.: ${skcc} |
| Date: ${skcc-date} |

To: **${to-name}**

|  |
| --- |
| **${to-company}** |
| **${to-address}** |

***Sir/Madam:***

This is to certify that the following checks were duly issued by SK of Barangay ${sk-brgy},

*(Ito ay pagpapatunay na ang mga tseke na nakalista sa ibaba ay na-isyu ng SK ng Barangay ${sk-brgy},*

complete with respective Disbursement Vouchers and supporting documents.

*na kompleto ng kani-kanilang Disbursement Vouchers at kalakip na mga dokumento.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Account No. | Check No. | Date | Payee | Amount | Purpose |
| ${acctItemNo} | ${acctCheckNo} | ${acctDate} | ${acctPayee} | ${acctAmount} | ${acctPurpose} |
| \*\*\*NOTHING FOLLOWS\*\*\* | | | | | |

The undersigned attests to the truthfulness of the foregoing facts, under pain of

*(Pinapatotohanan ng may lagda ang mga nakasaad sa itaas batid ang*

liability for falsification, pursuant to Article 171(4) of the Revised Penal Code.

*pananagutan sa kasong “Falsification,” sang-ayon sa Artikulo 171(4) ng Revised Penal Code.)*

|  |
| --- |
| Very truly yours, |

**${sk-chairperson}**

|  |
| --- |
| **SK Chairperson** |

|  |  |
| --- | --- |
| Delivered by: | Received by: |
| **${sk-treasurer}** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SK Treasurer** | **Bank Representative** |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |