REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

BARANGAY MATANDANG BALARA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DISBURSEMENT VOUCHER** | | | | | |
| **MODE OF PAYMENT**  **MDS CHECK COMMERCIAL CHECK ADA OTHERS** | | | | **DV NO:**  **DATE:** | |
| **PAYEE/OFFICE:** | | **TIN/EMPLOYEE NO:** | | **DV NO:**  **DATE:** | |
| **ADDRESS:** | | **RESPONSIBILITY CENTER** | | | |
| **TITLE:** | | **CODE:** | |
| **PARTICULARS** | | | | **AMOUNT** | |
| ***PAYMENT FOR THE PURCHASE OF \_\_\_\_\_\_\_\_\_\_\_\_\_ FOR \_\_\_\_\_\_\_\_\_\_\_,***  ***IN THE AMOUNT OF………..***  **GROSS AMOUNT DUE \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **LESS: W/T ( %) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **LESS: W/T ( %) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |  | |
| **[A]CERTIFIED**(Head, Accounting Unit/Authorized Representative)  **SUPPORTING DOCUMENTS COMPLETE AND PROPER**  **CASH AVAILABLE**    **SUBJECT TO ADA**  **SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **[B]APPROVED FOR PAYMENT(**Agency Head/Authorized Rpresentative)  **SIGNATURE: \_\_\_\_\_\_\_\_\_**  **PRINTED NAME: \_\_\_\_\_\_\_\_\_**  **POSITION: \_\_\_\_\_\_\_\_\_\_**  **DATE: \_\_\_\_\_\_\_\_\_\_** | |
| **[C]RECEIVE PAYMENT:**  **SIGNATURE:**  **DATE:**  **PRINTED NAME:** | | | | **[D]JOURNAL ENTRY VOUCHER**  **NO:**  **DATE:** | |
| **ACCOUNTING ENTRIES** | | | | | |
| **ACCOUNT TITLES** | **ACCOUNT CODE** | | **DEBIT** | | **CREDIT** |
| **OTHER SUPPLIES EXPENSES** |  | |  | |  |
| **DUE TO BIR ( %)** |  | |  | |  |
| **DUE TO BIR ( %)** |  | |  | |  |
| **CASH NATIONAL TREASURY - MDS** |  | |  | |  |
|  |  | |  | |  |
|  |  | | **TOTAL** | |  |
| **REMARKS:** | | | | | |