



Earmarking of Purchase Request (PR)-Simple Transaction

To ensure that all items to be procured are covered by an approved appropriation, involving one (1) department/fund source only.

Office or Division	: City Budget Office-Budget Operation: BUDGET EXECUTION SECTION			
Classification	: Complex			
Type of Transaction:	G2G-Government to Government			
Who may avail	: All LGU Government Employees, NGA Employees, NGO/PO Personnel Liaison Officers			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Appropriate Trace Slip		City Accounting Office		
2. Approved PR duly certified by the BAC Chairperson as to the inclusion in the GSC APP (6 copies)		BAC Goods and Consulting Services		
3. PPA Number/Title		End-user Department/Office		
CLIENT STEPS	End-user Department/Office	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Frontline/Review Personnel, hand-in the Purchase Requests	1.1 Receive approved Purchase Request duly certified by the BAC Chairperson as to the inclusion in the GSC APP; encode PR in the database/incoming control system; Attach Monitoring Slip and indicate the date and time received/released; forward to Reviewing Personnel	None	120 Minutes	Administrative Assistant I
	1.2 Reviewing Officer check details of the Purchase Requests, its mathematical computation, accounts classification; sign/initials and forward to Fund Controller.	None	60 Minutes	Budget Officer III/ Budget Officer II
	1.3 check existence of appropriation and Record the amount to	None	120 Minutes	Budgeting Assistant Administrative Assistant



	be earmarked in the RAAO; fill-up the "EARMARKED" portion of the PR with details such as office, account classification/ codes and earmarked amount; assign reference number and record in the Daily PR Control Logbook; sign and forward to Validation Personnel.			I/ Project Development Officer II
	1.4 Validation Personnel final validate the details of the earmarked PR, sign, indicate date in the Tracer Slip and forward to the Approving Personnel.	None	60 Minutes	Budget Officer IV/ Budget Officer III/ Budget Officer II/ City Government Assistant Department Head II
	1.5 Approve the earmarked PR, affix signature in the Tracer Slip and forward to Releasing Personnel.	None	90 Minutes	City Government Department Head II
2 Record and Release approved/ earmarked PR	2.1 Record earmarked PR in the Outgoing Control Logbook, detach one (1) copy of approved earmarked PR for CBO file and release to the Next Processing Unit/or to the waiting client.	None	30 Minutes	Administrative Assistant I
END OF TRANSACTION			480 minutes	