

Payment of Delivered Supplies & Equipment

- Procedural steps on the payment of supplies and equipment

Office or Division:	City General Services Office			
Classification:	External Clients			
Type of Transaction:	G2C			
Who may avail:	Suppliers			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Delivery Receipt/Charge Invoice 2. Warranty Certificate 3. Inventory Custodian Slip (ICS) 4. Acknowledgement Receipt of Equipment (ARE) 5. Waste Material Report (WMR) 6. Requisition Issue Slip (RIS) 7. Attendance/Distribution List		Supplier Supplier City General Services Office City General Services Office City General Services Office City General Services Office End-User Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No Activity	1.1 Retrieve the obligated IAR from CAO	None	30 minutes	Admin Aide I
No Activity	1.2 Collate all requirements for payment based on the checklist from CAO and prepares Disbursement Voucher	None	40 minutes	Admin Aide III
No Activity	1.3 Checks and review all documents/signs transmittal in behalf of DH	None	45 minutes	Supply Officer IV
	Encodes in OFDATS for Direct (partial payment)		15 minutes	Admin Aide IV
No Activity	1.4. Forward documents to CAO for audit/payment	None	30 minutes	Admin Aide I.
TOTAL			2 hours and 40 minutes	