


Procedure No:	ACA-PROC-COMP-0003
Procedure Title:	Payment Request Procedure
Related Policy:	ADM-POL-COMP-0010 Cash Advance Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
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Office of Origin: (Procedure Expert)	Office of the Comptroller
"Supersedes" Notification:	
Procedure Description:	This procedure details the requirements and persons involved in the preparation and release of Payment Requisitions.
Areas of Responsibility:	Office of the Comptroller
Procedure Details:	<p>Step 1. The Department Head accomplishes the Payment Requisition Form. The details of the project / activity should be written and the corresponding amount of money needed is identified. Supporting documentary requirements such as approved project proposal, payment receipt, and certifications should be included in the Payment Request.</p> <p>Step 2. The accomplished Payment Requisition Form is submitted to the Budget Clerk and will be subjected for review.</p> <p>Step 3. If the department has an approved budget allocation, the Payment Request Form is forwarded to the Budget Officer for approval. In cases when there is no allocated budget, the Budget Clerk informs the Department Head of the situation.</p> <p>Step 4. The Budget Officer forwards the approved Payment Request to the Comptroller.</p> <p>Step 5. The Comptroller reviews the request. If there are clarifications on the Payment Requisition, the Department Head is informed.</p> <p>Step 6. The Comptroller forwards the Payment Request to the Vice President for Financial Affairs for final approval. In cases there are still clarifications on the Payment Request, the Department Head is informed.</p> <p>Step 7. Payment requests approved by the Vice President for Financial Affairs are forwarded to the Accounting Office for check preparation.</p> <p>Step 8. The Voucher Clerk prepares the check.</p> <p>Step 9. The check is forwarded to the Vice President for Financial Affairs then to Rector and President for signature.</p> <p>Step 10. The check is forwarded to the Cashier for releasing.</p> <p>Step 11. The Department Head can claim his check.</p> <p>For External Suppliers through Finance and Resources Department</p> <p>Step 1. The Property Assistant forwards the delivery receipt and invoice to the Purchasing Officer.</p> <p>Step 2. The Purchasing Officer prepares the payment request for the supplier.</p> <p>Step 3. The payment requisition with the delivery receipt and invoice is submitted to the Voucher Clerk.</p> <p>Step 4. The Voucher Clerk prepares the check.</p> <p>Step 5. The Vice President for Financial Affairs approves and signs the check.</p> <p>Step 5. The check is forwarded to the cashier for releasing.</p>
Procedure Approval Authority:	Comptroller
References:	Payment Request Form
Definition:	
Help Page:	Office of the Comptroller
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Ariel de las Alas
Date of Approval:	

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