**Checklist/Requirements-Financial Transaction**

* Four (4) copies - ***Obligation Request and Status*** *(ORS);* Box A- Head, Requesting Office;

 Box B*- SALVACION T. VERONA, Administrative Assistant III, Budget Officer-Designate*;

 Per COA/DBM/DOF JC 2013-1, August 6, 2013

 ORS: Indicate the ***Organization Code*** and the ***Location Code*** of the Division Office Proper of Camarines Sur (posted at the front window of Budget Office)

 ORS and DV: Breakdown of the applicable ***Account Titles*** with corresponding ***UACS Codes*** *(*posted at the Bulletin Board of Budget Office);

* Four (4) copies - ***Disbursement Voucher*** *(DV)*

 Box A- *SONIA M. LASALA-Accountant II; Box B – Agency Head*

* Note: Please see separate sheets ORS and DV Forms with actual UACS codes presentations, Description of Accounts…
* Other pertinent documents appropriate to the claims such as

  **For MOOE Downloading:**

 **Note: Period of submission is from 1st to 5th day of the subsequent month**

* Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books – 1 copy;
* For repair of classrooms, etc. – Program of Work duly approved (DPFC & SDS);

 **For Cash Advance** – *Travel*

* Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books – 1 copy;
* Authority to Travel duly approved by proper authorities – 1 copy (photocopy/original);
* Memorandum related to the travel – 1 copy (photocopy/original);
* Appendix A duly approved by proper authorities – 3 copies

**For Reimbursement**

* + ***Travel/Training/Liquidation of Cash Advance with Reimbursement:***
	+ Authority to Travel duly approved by proper authorities – 1 copy (photocopy/original);
	+ Memorandum related to the travel – 1 copy (photocopy/original);
	+ Appendix A & B duly approved by proper authorities – 3 copies (1 original);
	+ Fare Tickets, RER, etc. (whichever is applicable) – 1 copy (original);
	+ Certificate of Appearance – 1 copy (original);
	+ Liquidation Report – 3 copies (with reimbursement)
	+ ***Electricity, Water, Internet, and Cable:***
	+ Official Receipt – 1 copy (original)
	+ Statement of Account –1 copy (original)

Please indicate your **contact number** and **Bank Account** **Name and number** on top of the document.