

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 87 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	REIMBURSEMENT OF EXPENSES FOR SUPPLIES/MATERIALS, REPAIRS, AND LOCAL TRAVEL	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF REQUEST]     Step1 --&gt; Step2[2. FILLING UP DV DETAILS, ATTACHMENT OF SCANNED DOCUMENTS AND SIGNING OF BOX A ON DV]     Step2 --&gt; Step3[3. PRE-AUDITING OF DV]     Step3 --&gt; Step4[4. PROCESSING OF OBR/BUR]     Step4 --&gt; Step5[5. PREPARATION OF JOURNAL ENTRY AND INITIATION AND VALIDATION OF DV]     Step5 --&gt; Step6[6. APPROVAL OF DV]     Step6 --&gt; End((A))           </pre>	<p>Prepares request for reimbursement for activities without prior approval or funding clearance with the following appropriate attachments (see Annex ____). <i>Certified as to completeness of required documents that are uploaded in the UIS.</i></p> <p>Prepares DV in UIS and signs Box A</p> <p>Pre-audits DV.</p> <p>Processes ObR/BUR.</p> <p>Prepares Journal Entry; initiates and validates DV on UIS</p> <p>6.1 Approves DV in UIS</p> <p>6.2 Approves DV inUIS</p>	<p>End User</p> <p>End User</p> <p>Accounting Chief</p> <p>BO Staff</p> <p>Accounting Officer</p> <p>End User</p> <p>BO Head</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

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<pre> graph TD     A((A)) --&gt; B[7. CERTIFICATION OF FUNDS AVAILABILITY]     B --&gt; C[8. SIGNING ON BOX D AND APPROVAL OF DV]     C --&gt; D[9. APPROVAL OF DV AND PREPARATION OF CHECK]     D --&gt; E[10. SIGNING AND CO-SIGNING OF CHECK]     E --&gt; F[11. RELEASING OF CHECK]     F --&gt; G([End]) </pre>	<p>Certifies funds availability (signs Box C) then approves DV in UIS.</p> <p>Signs Box D on DV and approves DV in UIS.</p> <p>Approves DV in UIS and prepares check.</p> <p>Signs, co-signs the check.</p> <p>Releases the check.</p>	<p>Accounting Officer</p> <p>OVCA/Chancellor</p> <p>Cash Office Chief</p> <p>OVCA/Chancellor</p> <p>Cash Office Staff</p>

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