

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 91 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	REQUESTING FOR SPECIAL DISBURSING OFFICER	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. PREPARATION OF LETTER OF REQUEST] Step1 --> Step2[2. CERTIFICATION, RETURN OF REQUEST AND ADVISING] Step2 --> Step3[3. RECOMMENDATION OF APPROVAL] Step3 --> Step4[4. APPROVAL OF REQUEST] Step4 --> Step5[5. PREPARATION OF ADMINISTRATIVE ORDER] Step5 --> Step6[6. SIGNING OF AO] Step6 --> End([End]) </pre>	<p>Prepares letter of request endorsed by the Dean/Director/Unit Head. Letter request states the following:</p> <ol style="list-style-type: none"> Purpose Breakdown of expenses chargeable to petty cash fund. Year applicable Source of fund Name of Special Disbursing Officer <p>Certifies that recommended SDO is qualified. Returns request and advises SDO to settle or liquidate old petty cash fund, if any, before a new petty cash fund will be granted.</p> <p>Recommends approval.</p> <p>Approves request; forwards to HRDO.</p> <p>Prepares the Administrative Order to be signed by the Chancellor.</p> <p>Signs Administrative Order and forwards it to Unit.</p>	<p>End User</p> <p>Accounting Officer</p> <p>VCA</p> <p>Chancellor</p> <p>HRDO Head</p> <p>Chancellor</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: