




SECSIME NO. R4A-FAD-07. ISSUANCE OF CAF AND ORS

Office or Division:	Finance and Admin Division - FINANCE SECTION – BUDGET UNIT	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen	
Who may avail:	EXTERNAL CLIENTS (Contractors, Suppliers and Service Providers) INTERNAL CLIENTS (Officials and Employees of EMB IVA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Approved Purchase Request/Job Order		To be prepared by End User (For issuance of CAF)
2. Purchases of Supplies, Materials and Services <ul style="list-style-type: none"> • Approved Purchase Request/ Job Order • Certificate of Availability of Funds (CAF) • Approved BAC Resolutions • Request for Quotations/proposals • Duly signed/approved Abstract of Bids • Approved Notice of Award • Approved Purchase Order/Letter Order 		To be prepared by End User (For issuance of ORS or BURS)
3. Reimbursements <ul style="list-style-type: none"> 3.1 For emergency purchases: <ul style="list-style-type: none"> • Approved Job Order/ Purchase Request • Inspected Official Receipt • Authority to Reimburse. • Certificate to qualify as emergency purchase • Inspection and acceptance Report • Unsigned Disbursement Voucher 3.2 For Travel: <ul style="list-style-type: none"> • Appendix A- Itinerary of Travel • Appendix B- Certificate of Travel Completed 		To be prepared by End User (For issuance of ORS or BURS)







<ul style="list-style-type: none">• Travel Order• Certificate of Appearance• Letter of Invitation/ Special Order• Tickets, RER, boarding pass, etc.• Unsigned Disbursement Voucher• Unsigned Obligation Request & Status/Budget• Utilization Request & Status	
<p>4. Cash Advance</p> <ul style="list-style-type: none">• Unsigned Disb. Voucher• Unsigned Obligation Request & Status/Budget Utilization Request & Status <p>4.1 For Special Cash Advance:</p> <ul style="list-style-type: none">• Copy of bond application.• Letter of Authorization for Cash Advance• Activity Proposal/Budget Proposal• Unsigned Disbursement Voucher• Unsigned Obligation Request & Status/Budget Utilization Request & Status• Salary	<p>To be prepared by End User (For issuance of ORS or BURS)</p>
<p>Regular Employees For First Salary:</p> <ul style="list-style-type: none">• Certified true copy of duly approved appointment by appointing authority• Certified true copy of oath of office• Daily Time Record w/ attached Cert. of Appearance and Travel Order, if applicable• Statement of Assets and Liabilities• Certificate/Notice of Assumption/ Certificate of First Day• Unsigned Disbursement Voucher For Subsequent Salary:• General Payroll	<p>To be prepared by End User</p>





<ul style="list-style-type: none"> • Daily Time Record w/ attached Cert. of Appearance, Mission Order/Travel Order/Special Order, if applicable • Unsigned Disbursement Voucher Contractual/ Job Orders: 				
<p>Job Orders: For First Salary:</p> <ul style="list-style-type: none"> • Original Copy Of Contract • Accomplishment Report • Daily Time Record with attached Cert. of Appearance, Mission Order/Travel Order/Special Order, if applicable • Unsigned Disbursement Voucher <p>For Subsequent Salary:</p> <ul style="list-style-type: none"> • General Payroll • Accomplishment Report • Daily Time Record with attached Certificate of Appearance, Mission Order/Special Order if applicable • Unsigned Disbursement Voucher 		To be prepared by End User		
<p>Utilities</p> <ul style="list-style-type: none"> • Billing Statement • Certificate for official use (Telephone Bills) • Unsigned Disbursement Voucher 		To be prepared by End User		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Submit documents to Budget Office for Funding purposes	Receive and record in Logbook		5 Minutes	 Budget Assistant



	<p>For purchase of goods and services, pre- process documents and prepares Certificate of Availability of Funds (CAF)</p> <p>For other claims, pre- process documents and prepares ORS/ BURS</p>		20min	 Budget Assistant
	<p>Review and affix initial on the Certificate of Availability of Funds (CAF)</p> <p>Review and affix signature in the ORS or BURS</p>		10min	 OIC, Budget Section
	<p>Forward CAF to Accountant for Approval</p> <p>Forward ORS/BURS to division concerned for approval</p>		5min	 OIC, Budget Section
	<p>Signs and forwards the CAF to Budget Assistant for endorsement to Procurement Officer</p>		5min	 SHARON S. TAPIA OIC, Accounting Section



	Approves ORS/ BURS and return to Budget Assistant for endorsement to Accounting Unit together with other supporting documents for processing		5min	 CRISTINA D. COME Chief, Finance and Administrative Division
	Releases the CAF and supporting documents to the Procurement Officer for procurement process. Released Approved ORS/BURS with approved supporting documents to Procurement Officer.			 Budget Assistant
Receives approved CAF and attached supporting documents for procurement process Receives the ORS or BURS and other supporting documents for submission to COA				Procurement
TOTAL:		NONE	Simple	1 HOUR & 45 MINUTES