

WORK INSTRUCTION			
Asset Management Support Office – Pre-Audit & Processing of Payment			
Code : DAP-AMSO-WI-01	Revision No. : 1	Effectivity: 8 November 2017	Page: 1 of 2

1.0 PURPOSE. This document serves as guide in checking the completeness of supporting documents for the processing of payment.

2.0 SCOPE

2.1 This work instruction covers DAPCC's Pre-Audit to Processing of Payment.

3.0 DEFINITION OF TERMS

3.1 **Disbursement Voucher Slip** – Document used to process payment that includes the original vendor invoice, and all material receipt documents. The disbursement voucher includes the vendor's name, vendor invoice date and number, project to be charged for the payment, invoice amount of payment due, as well as the signature of authorized personnel.

3.2 **Inspection and Acceptance Report** - This report includes the following: name of the agency, name of the supplier, number of the report, number of the Purchase Order, date of the Purchase Order, number of the invoice, date of the Invoice, unit of measurement such as ream, boxes rolls, etc., number of units purchased such as 20, 10, etc.

4.0 DETAILS

Item No.	Activity	Responsibility	Interface
4.1	Pre-Audit Inspection a. Receives the served purchase request together with the purchase order (PO), delivery receipt (DR), sales invoice (SI), and inspection and acceptance report (IAR) from the purchase; b. Checks the following: <ul style="list-style-type: none"> ▫ Amount and quantity on a per item basis as appear in the documents ▫ Signatories 	Pre-Audit Staff Purchaser	Purchase Request; Purchase Order; Sales Invoice; Inspection and Acceptance Report

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4.2	Processing and Approval for Payment a. Prepares DAP Transaction form; b. Prepares Disbursement Voucher Slip; c. Double check the correctness of all entries in the documents; d. Approves transaction for payment; e. Prepares document tracking slip and endorses all documents to DAP Pasig;	Pre-Audit Staff, Accounting Supervisor AMSO Manager Accounting Staff Property Officer	DAP Transaction Form, Disbursement Voucher Slip Document Tracking Slip
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