



Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
The Indigenous Peoples Education Hub
 North Luzon

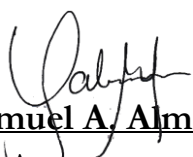
ACCOUNTING SERVICES

Citizen's Charter

Title of Frontline Services : **Payment of Claims**
 Schedule of availability of service: Monday – Friday, 8:00am-12noon/ 1:00pm-5:00 pm
 Key Person : Accountant, Assistant Clerk
 What are the requirements? : Payroll, Special Order, Job Order, Purchase Order and its Supporting Document

HOW TO AVAIL THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
Submit Claim Claimants submit claims such as Purchase or Job Orders; Payroll; Hours of rendered – honoraria; utility bills to the officer-in-charge.	2 minutes	Assistant Clerk/ Accountant
Check of Claim The supporting papers must be complete and duly signed & accomplished. The in-charge shall stamp date of receipt after checking the claim. Forward reputable claims to accountant.	2 minutes	
Funds availability. There must be allotment to charge expenditures. There must be enough cash available to cover the payment.	10 minutes	Accountant
Preparation of vouchers. If funds are available, vouchers are prepared and recorded to the books. It will be forwarded to Director for Finance and Administration for Verification and Certification.	10 minutes	
Director for Finance and Administration shall check appropriate box and signs.	3 minutes	Director for Finance and Administration


Marlon Lemuel A. Almario, CPA
 Accountant

