	Department of Science and Technology SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE	Document Code	PM-FAD-FN-04-01
	PROCEDURES MANUAL	Revision No.	0
		Page No.	_ of _
SECTION	PRODUCT REALIZATION	Effectivity Date	
SUBJECT	PROCESSING OF PAYMENTS		

1.0 Objectives

To provide a comprehensive guide in processing of check payments and through List of Due and Demandable Accounts Payable – Automatic Debit Arrangement (LDDAP-ADA) to various creditors/payees

2.0 Scope

This procedure covers payments for Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) starting from the receipt of Request for Obligation Request and Status (ORS), Budget Utilization and Request Status (BURS) and Disbursement Voucher (DV) slip (action slip) to the issuance of check or LDDAP-ADA

3.0 Definition of Terms

Payee – includes STII personnel, suppliers, service providers and other parties who claim payments for official travel, delivery of goods and services related to STII's operations

Line-Item Budget (LIB) – refers to the detailed breakdown of financial subsidy to support the implementation of a program, project or operation of the office

Obligation of Fund – allocating funds equivalent to the amount of expenses presented for payment


4.0 Records

- Request for ORS, BURS and DV slip (action slip)
- Obligation Request and Status (ORS)
- Budget Utilization Request and Status(BURS)
- Registry of Allotment and Obligations (RAO)
- Disbursement Voucher (DV)
- List of Due and Demandable Accounts Payable- Auto Debit Advice (LDDAP-ADA)
- Advice of Checks Issued and Cancelled (ACIC)
- Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIE)
- Notice of Cash Allocation (NCA)

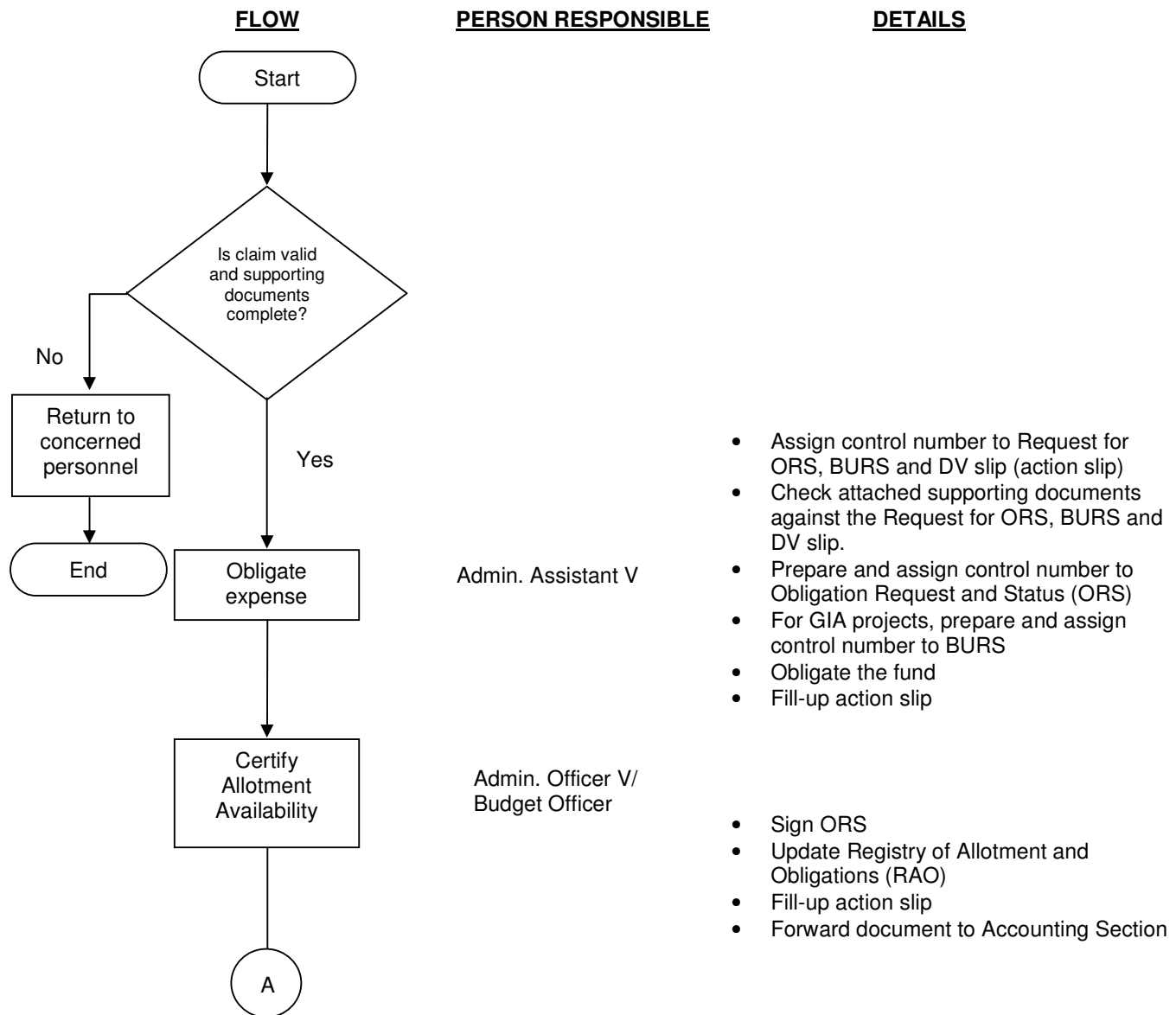
5.0 References:

- New Government Accounting System (NGAS) Manual
- Philippine Public Sector Accounting Standards (PPSAS)


Prepared by:	Approved by:
Budget Officer Cashier Accountant	Division Chief

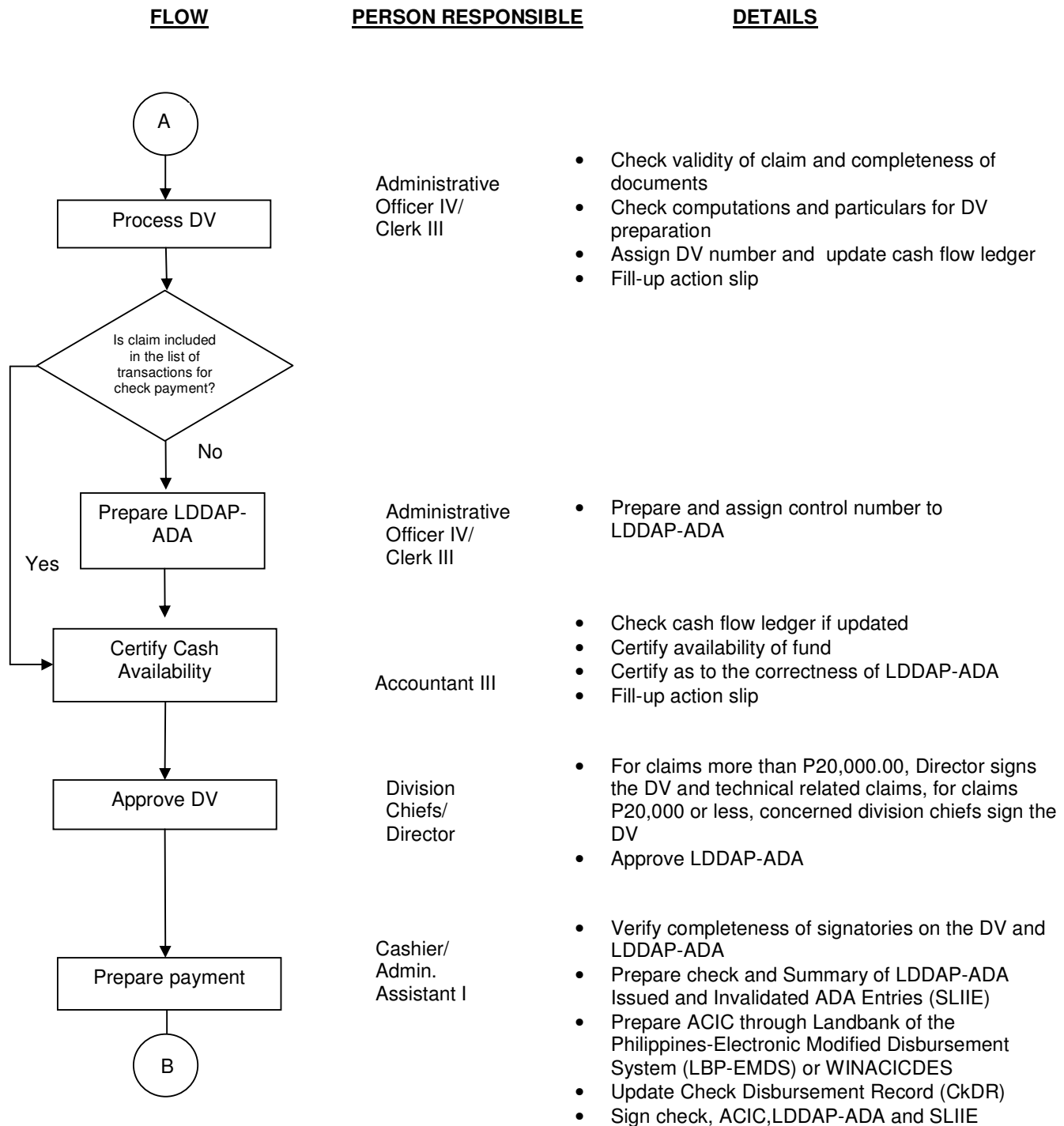
	Department of Science and Technology SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE	Document Code	PM-FAD-FN-04-01
		Revision No.	0
	PROCEDURES MANUAL	Page No.	_ of _
SECTION	PRODUCT REALIZATION	Effectivity Date	
SUBJECT	PROCESSING OF PAYMENTS		

6.0 Procedure




Prepared by:	Approved by:
Budget Officer Cashier Accountant	Division Chief

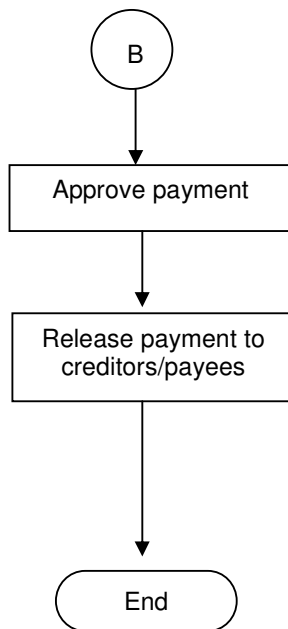
	Department of Science and Technology SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE	Document Code	PM-FAD-FN-04-01
		Revision No.	0
	PROCEDURES MANUAL	Page No.	_ of _
SECTION	PRODUCT REALIZATION	Effectivity Date	
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<div>Budget Officer</div> <div>Cashier</div> <div>Accountant</div>	<div>Division Chief</div>

	Department of Science and Technology SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE	Document Code	PM-FAD-FN-04-01
		Revision No.	0
	PROCEDURES MANUAL	Page No.	_ of _
SECTION	PRODUCT REALIZATION	Effectivity Date	
SUBJECT	PROCESSING OF PAYMENTS		

FLOW



PERSON RESPONSIBLE

Chief, FAD/ Director
Director

Cashier/
Admin.
Assistant I

DETAILS

- Countersign check or LDDAP-ADA and SLIIE
- Sign ACIC
- Submit ACIC, LDDAP-ADA and SLIIE to the bank
- Release checks
- Furnish creditors/payees validated LDDAP-ADA for status of their claims
- Attach OR/Collection Receipt

Prepared by:			Approved by:
Budget Officer	Cashier	Accountant	Division Chief