



11 May 2022

**MEMORANDUM CIRCULAR NO. 58**  
Series of 2022


**T O: All Concerned Employees**  
**R E: Checklist for Processing of Financial Transactions**

This is to reiterate our compliance to COA Circular 2012-001 dated June 14, 2012 on Revised Documentary Requirements for Common Government Transactions. To avoid delay in payment of the usual financial transactions in the university and for smooth flow of documents, you are required to follow the checklist provided in **Annex A**.

In addition, kindly take note that vouchers including attachments should be in three (3) copies.

Moreover, you may refer to the attached **Annex B** for the first few pages of COA Circular 2012-001. The full blown circular can be viewed in the following link.  
[http://rss012.psa.gov.ph/sites/default/files/PDF%20files/Procurement/COA\\_C2012-001.pdf](http://rss012.psa.gov.ph/sites/default/files/PDF%20files/Procurement/COA_C2012-001.pdf)

For your strict compliance.

  
**EDGARDO E. TULIN**  
President

**ANNEX A**  
**CHECKLIST FOR PROCESSING OF FINANCIAL TRANSACTIONS**

<b>Note: Common to All Transactions</b>		<ul style="list-style-type: none"> <li>• Obligation Request and Status (ORS)/ Budget Utilization Request and Status (BURS)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Disbursement Voucher (DV)/ Payroll</li> </ul>	
<b>1) CASH ADVANCE</b>			
<b>a) Revolving Fund/Others</b>			
		<ul style="list-style-type: none"> <li>• Authority of the accountable officer issued by the Haed of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books</li> </ul>	
		<ul style="list-style-type: none"> <li>• Approved application for bond/or Fidelity Bond for the year for cash accountability of P5,001 or more</li> </ul>	
		<ul style="list-style-type: none"> <li>• Approved budget for current operating expenses of the agency field office or agency activity in the field</li> </ul>	
<b>b) Petty Cash Fund</b>			
		<ul style="list-style-type: none"> <li>• Authority of the accountable officer issued by the Haed of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books</li> </ul>	
		<ul style="list-style-type: none"> <li>• Approved application for bond/or Fidelity Bond for the year for cash accountability of P5,001 or more</li> </ul>	
		<ul style="list-style-type: none"> <li>• Approved estimates of petty cash expenses for one month</li> </ul>	
<b>c) Pre-travel (Local)</b>			
		<ul style="list-style-type: none"> <li>• Office Order/Travel Order approved in accordance with Section 3 of EO No.298</li> </ul>	
		<ul style="list-style-type: none"> <li>• Duly approved itinerary of travel</li> </ul>	
		<ul style="list-style-type: none"> <li>• Certification from the accountant that the previous cash advance has been liquidated and accoubted for in the books</li> </ul>	
<b>2) LIQUIDATION OF CASH ADVANCE</b>			
<b>a) Revolving Fund/Others</b>		<ul style="list-style-type: none"> <li>• Report of Disbursements</li> </ul>	
		<ul style="list-style-type: none"> <li>• Approved purchase request with certificate of Emergency Purchase, if necessary</li> </ul>	
		<ul style="list-style-type: none"> <li>• Bills, receipts, sales invoices</li> </ul>	
		<ul style="list-style-type: none"> <li>• Certificate of inspection and acceptance</li> </ul>	
		<ul style="list-style-type: none"> <li>• Report of Waste Materials in case of replacement/repair</li> </ul>	
		<ul style="list-style-type: none"> <li>• Approved trip ticket, for gasoline expenses</li> </ul>	



TYPE OF TRANSACTION		Documentary Requirements	Remarks
b) Petty Cash Fund			
		• Summary of Petty Cash Vouchers	
		• Report of Disbursements	
		• Petty Cash Replenishment Report	
		• Approved purchase request with certificate of Emergency Purchase, if necessary	
		• Bills, receipts, sales invoices	
		• Certificate of inspection and acceptance	
		• Report of Waste Materials in case of replacement/repair	
		• Approved trip ticket, for gasoline expenses	
		• Canvass from at least three suppliers for purchases involving P1,000 and above, except for purchases made while on official travel	
		• Summary/Abstract of Canvass	
		• Petty Cash Vouchers duly accomplished and signed	
		• OR in case of refund	
		• For reimbursement of toll receipts	
		◦ Toll Receipts	
		◦ Trip tickets	
		• Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses	
c) Travel (Local)			
		• Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee	
		• Certificate of appearance/attendance	
		• Copy of previously approved itinerary of travel	
		• Revised or supplemental Office Order or any proof supporting the change of schedule	
		• Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)	
		• Liquidation Report	
		• Reimbursement Expense Receipt (RER)	
		• OR in case of refund of excess cash advance	
		• Certificate of Travel Completed	
		• Hotel/room lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside Metro Manila Area, if the travel allowances being claimed include the hotel room/lodging rate	
3) Salary and Other Compensation			
Salary of Casual/Contractual Personnel (including Job Order Workers/Part-time Workers)			
		• Certified true copy of the pertinent contract/appointment/job order	
		• Accomplishment Report	
		• Approved DTR	



TYPE OF TRANSACTION	Documentary Requirements	Remarks
Honoraria		
	Government Personnel involved in Government Procurement	
	<ul style="list-style-type: none"> <li>• Office Order creating and designating the BAC composition and authorizing the members to collect honoraria</li> </ul>	
	<ul style="list-style-type: none"> <li>• Minutes of BAC Meeting</li> </ul>	
	<ul style="list-style-type: none"> <li>• Notice of award to the winning bidder of procurement activity being claimed</li> </ul>	
	<ul style="list-style-type: none"> <li>• Certification that the procurement involves competitive bidding</li> </ul>	
	<ul style="list-style-type: none"> <li>• Attendance Sheet listing names of attendees to the BAC meeting</li> </ul>	
	Teaching Personnel [Department of Education (DepEd), TESDA, SUCs and other educational institutions]	
	<ul style="list-style-type: none"> <li>• Certification from the Registrar/Dean of College that the load is in excess of the regular load or outside the regular office hours</li> </ul>	
	<ul style="list-style-type: none"> <li>• Schedule of classes indicating the designated teaching personnel</li> </ul>	
	<ul style="list-style-type: none"> <li>• Certificate of Actual conduct of classes and/or Accomplishment Report</li> </ul>	
	<ul style="list-style-type: none"> <li>• Approved DTR/Services Report</li> </ul>	
	Governing Boards of Collegial Bodies	
	<ul style="list-style-type: none"> <li>• Appointment / designation as member of the Board</li> </ul>	
	<ul style="list-style-type: none"> <li>• Certification that the claimant is not an appointee to regular allowances and other benefits</li> </ul>	
	<ul style="list-style-type: none"> <li>• Minutes of meeting and Attendance Sheet as certified by the Board Secretary</li> </ul>	
	Special Projects	
	<ul style="list-style-type: none"> <li>• Office Order designating members of the special project</li> </ul>	
	<ul style="list-style-type: none"> <li>• Certificate of accomplishment/completion of project deliverables</li> </ul>	
	Science and technological Activities	
	<ul style="list-style-type: none"> <li>• Office Order</li> </ul>	
	<ul style="list-style-type: none"> <li>• Plan/Program of Activities</li> </ul>	
	<ul style="list-style-type: none"> <li>• Accomplishment Report/Certificate of completion of programmed activities</li> </ul>	
	<ul style="list-style-type: none"> <li>• Authority to collect honoraria</li> </ul>	
	<ul style="list-style-type: none"> <li>• Certificate of acceptance by Agency Head of the deliverables/ project output</li> </ul>	
<b>4) Procurement</b>		
Procurement of Goods/Service to Suppliers (depending on the mode of procurement but usually includes the ff.):		
	<ul style="list-style-type: none"> <li>• PPMP</li> </ul>	
	<ul style="list-style-type: none"> <li>• Purchase Requests</li> </ul>	
	<ul style="list-style-type: none"> <li>• Request for Quotation</li> </ul>	
	<ul style="list-style-type: none"> <li>• Abstract of Bids</li> </ul>	
	<ul style="list-style-type: none"> <li>• Certificate of Sole Distributor, if applicable</li> </ul>	
	<ul style="list-style-type: none"> <li>• Purchase Order</li> </ul>	
	<ul style="list-style-type: none"> <li>• Inspection and Acceptance Report</li> </ul>	
	<ul style="list-style-type: none"> <li>• Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Official Receipts/Sales Invoice</li> </ul>	
	<ul style="list-style-type: none"> <li>• BIR Form 2307 for the withholding taxes</li> </ul>	