



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
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20 March 2018

MEMORANDUM NO. 6
Series of 2018

**T O : ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICES/
UNITS**

**R E : Additional Guidelines on Processing of Disbursement Vouchers,
Payrolls and other Financial Documents**

It has been observed that there are vouchers for processing which have extra copies. In order to save time and money, supporting documents per OVPAF Memorandum Nos. 08 and 19, series of 2017 are specified for each type of transaction.

Please be guided by the following detailed list of supporting documents required by specific offices per nature of transaction (Annex A).

These requirements should be complied effective March 22, 2018 for efficient processing of the different transactions.

Your cooperation will be highly appreciated.

A handwritten signature in black ink, appearing to read 'Remberto A. Patindol'.

REMBERTO A. PATINDOL
Vice President for Administration and Finance

cc: Office of the President
Records Office
File

Annex A

| Nature of Transaction | COA File | Accounting Office File | Budget Office File |
|---|--|--|-------------------------------|
| Travel Reimbursements | ORS/BURS (Copy 2) | ORS/BURS (Copy 3) | ORS/BURS (Original) |
| | Disbursement Voucher (Original) | Disbursement Voucher (Copy 2) | Disbursement Voucher (Copy 3) |
| | Itinerary of Travel (Original) | Itinerary of Travel (Copy 2) | Itinerary of Travel (Copy 3) |
| | Certificate of Appearance | No Longer Needed | No Longer Needed |
| | Certificate of Travel Completed (Original) | Certificate of Travel Completed (Copy 2) | No Longer Needed |
| | Tickets/RERs (Original) | Tickets/RERs (Photocopy) | |
| | Copy of OBR/Voucher during CA | No Longer Needed | No Longer Needed |
| Liquidation of Travel (with Collectible) | ORS/BURS (Copy 2) | ORS/BURS (Copy 3) | ORS/BURS (Original) |
| | Disbursement Voucher (Original) | Disbursement Voucher (Copy 2) | Disbursement Voucher (Copy 3) |
| | Liquidation Report (Original) | Liquidation Report (Copy 2) | Liquidation Report (Copy 3) |
| | Itinerary of Travel (Original) | Itinerary of Travel (Copy 2) | Itinerary of Travel (Copy 3) |
| | Certificate of Appearance | No Longer Needed | No Longer Needed |
| | Certificate of Travel Completed (Original) | Certificate of Travel Completed (Copy 2) | No Longer Needed |
| | Tickets/RERs (Original) | Tickets/RERs (Photocopy) | |
| | Copy of OBR/Voucher during CA | No Longer Needed | No Longer Needed |
| Liquidation of Travel (with no Collectible) | Liquidation Report (Original) + all supporting documents | Liquidation Report (Copy 2) + all supporting documents | No Longer Needed |
| Replenishment/ Payment of Supplies/ Equipment by SPPMO | ORS/BURS (Copy 2) | ORS/BURS (Copy 3) | ORS/BURS (Original) |
| | Disbursement Voucher (Original) | Disbursement Voucher (Copy 2) | Disbursement Voucher (Copy 3) |
| | Purchase Order (PO) | Purchase Order (Copy 2) | Purchase Order (Copy 3) |
| | Purchase Request (PR) | Purchase Request (PR) | No Longer Needed |
| | Abstract with 3 RFQs | Abstract with 3 RFQs | No Longer Needed |
| | Delivery Receipt | Delivery Receipt | No Longer Needed |
| | ORs/Sales Invoice | ORs/Sales Invoice | No Longer Needed |
| | ICS/ARE if applicable | ICS/ARE if applicable | No Longer Needed |
| | | BIR Form # 2306 (Original & Copy 1) | No Longer Needed |
| | | BIR Form # 2307 (Original & Copy 2) | No Longer Needed |
| Fuel | ORS/BURS (Copy 2) | ORS/BURS (Copy 3) | ORS/BURS (Original) |
| | Disbursement Voucher (Original) | Disbursement Voucher (Copy 2) | Disbursement Voucher (Copy 3) |
| | Purchase Request | PR (Copy 2) | PR (Copy 3) |
| | Trip Ticket | Trip Ticket (Copy 2) | No Longer Needed |
| Payroll | ORS/BURS (Copy 2) | ORS/BURS (Copy 3) | ORS/BURS (Original) |
| | Payroll (Original)/Voucher | Payroll/Voucher (Copy 1 and 2) | Payroll (Copy 3) |
| | Accomplishment Report | Accomplishment Report | No Longer Needed |
| | Daily Time Record | Daily Time Record | No Longer Needed |
| | Contract of Service | Contract of Service | No Longer Needed |
| | Appointment | Appointment | No Longer Needed |
| Vouchers/Payroll charged to Trust Fund | ORS/BURS (Copy 2) | ORS/BURS (Copy 3) | ORS/BURS (Original) |
| | Payroll (Original)/Voucher | Payroll/Voucher (Copy 2 and 3) | No Longer Needed |
| | Accomplishment Report | Accomplishment Report | No Longer Needed |
| | Daily Time Record | Daily Time Record | No Longer Needed |
| | Contract of Service | Contract of Service | No Longer Needed |
| | Appointment | Appointment | No Longer Needed |