***ANNEX B.1***

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|  | | **COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES** | | ***DOCUMENT CONTROL*** | |
| **DISBURSEMENT VOUCHER (DV) CHECKLIST** | | *Code: PMD-EFP-DV S&M/ R/L-\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | |
| *Revision No. 000* | |
| (Documentary Requirements as per COA Circular 2012-001) | | *Effectivity Date: 01 Dec. 2018* | |
| *DV No.* | |
| ***NAME*** | | |  | | |
| ***PARTICULARS*** | | |  | | |
| ***REIMBURSEMENTS/LIQUIDATION*** | | | | | |
| ***SUPPLIES & MATERIALS/ MEALS*** | | | | | ***NOTE*** |
| 🞎 | Summary of expenses | | | |  |
| 🞎 | Inspection and Acceptance Report (IAR) | | | |  |
| 🞎 | Certificate of the actual amount incurred | | | |  |
| 🞎 | Attendance Sheet | | | |  |
| 🞎 | Minutes of the meeting/documentation | | | |  |
| 🞎 | Official receipt/sales invoice | | | |  |
| 🞎 | Duly approved Purchase Request | | | |  |
| 🞎 | Market canvass (3 quotations if the item is PhP1,000 and above) | | | |  |
| 🞎 | Certificate of Emergency Purchase (if needed) | | | |  |
| ***(a) Processing of the Disbursement Voucher shall depend on the completeness of the supporting documents as mentioned above.***  ***(b) Prepayments are not allowed.***  ***(c) No additional cash advances shall be allowed to any official or employee unless the previous cash advance given to him is first liquidated and accounted for in the books.*** | | | | | |
| ***REMARKS*** | | | | | |
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| ***Reviewed by:*** | | | | | |
| ***Date and Time:*** | | | | | |



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| **PARTICULARS** | **DEBIT** | **CREDIT** |
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