***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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