***ANNEX B.1***

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|  | | **COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES** | | ***DOCUMENT CONTROL*** | |
| **DISBURSEMENT VOUCHER (DV) CHECKLIST** | | *Code: PMD-EFP-DV FT-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | |
| *Revision No. 000* | |
| (Documentary Requirements as per COA Circular 2012-001) | | *Effectivity Date: 01 Dec. 2018* | |
| *DV No.* | |
| ***NAME*** | | |  | | |
| ***PARTICULARS*** | | |  | | |
| ***FUND TRANSFERS TO REGIONAL OFFICE/CSOs/NGOs, etc.:*** | | | | | |
| ***RELEASE OF FUNDS*** | | | | | ***NOTE*** |
| 🞎 | Request Memo of fund transfer | | | |  |
| 🞎 | Programme/Agenda/Memo/Any Communication related to the activity | | | |  |
| 🞎 | Budgetary Requirements | | | |  |
| 🞎 | Copy of duly notarized MOA/Trust Agreement | | | |  |
| 🞎 | Certification from Accountant that previous have fund transfers has been liquidated and accounted for in the books | | | |  |
| 🞎 | Other relevant requirements under GPPB Resolution No. 12-2007 dated June 29, 2007 | | | |  |
| 🞎 | Other requirements as may be deemed necessary | | | |  |
| ***LIQUIDATION:*** | | | | | ***NOTE*** |
| 🞎 | Liquidation Report (GAM, Appendix 44) | | | |  |
| 🞎 | Copy of authority to hold cash advance | | | |  |
| 🞎 | Summary of Expenses | | | |  |
| 🞎 | Statement of Account (SOA ) /Billing | | | |  |
| 🞎 | Final fund utilization report, indicating the summary of expenses and the status report of accomplishments, certified by the accountant, approved by the Pres/Chairman of the CSO/NGO, and verified by the internal auditor or equivalent official | | | |  |
| 🞎 | List of beneficiaries of previous releases with signatures | | | |  |
| 🞎 | Pictures of implemented projects | | | |  |
| 🞎 | Certificate of project acceptance/project completion by the agency (CHR) | | | |  |
| 🞎 | OR in case of refund | | | |  |
| ***(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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