***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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