



PURCHASE REQUEST

Department: 20% Eco. Dev. Fund		P. R. No.:		Date: 8/29/2018	
Section:		SAI No.:		Date:	
		ALOBS No.:		Date:	
Item No.	Quantity	Unit Issue	Item Description(s)	Estimated Unit Cost	Estimated Cost
1	444	CU.M	ABC Base Course	P 450.00	P 199,800.00
7					-
8					-
9					-
				TOTAL	P 199,800.00
Purpose:					
for maintenance of roads at Barangay Pagala					
Requested by:		Cash Availability:		Approved by:	
Signature					
Printed Name:		Printed Name:		Printed Name:	
NEMENCIO M. DE LEON		MARTINIANO D. JAVIER		FERDINAND V. ESTRELLA	
Designation		Designation:		Designation:	
MPDC		Municipal Treasurer		Municipal Mayor	



PURCHASE REQUEST

Department: 20% Eco. Dev. Fund		P. R. No.:		Date: 8/29/2018	
Section:		SAI No.:		Date:	
		ALOBS No.:		Date:	
Item No.	Quantity	Unit Issue	Item Description(s)	Estimated Unit Cost	Estimated Cost
1	444	CU.M	ABC Base Course	P 450.00	P 199,800.00
				TOTAL	P 199,800.00
Purpose:					
for maintenance of roads at Barangay Pagala					
Requested by:		Cash Availability:		Approved by:	
Signature					
Printed Name:		Printed Name:		Printed Name:	
NEMENCIO M. DE LEON		MARTINIANO D. JAVIER		FERDINAND V. ESTRELLA	
Designation		Designation:		Designation:	
MPDC		Municipal Treasurer		Municipal Mayor	

**REPUBLIC OF THE PHILIPPINES
PROVINCE OF BULACAN
MUNICIPALITY OF BALIWAG**

DISBURSEMENT VOUCHER		No. _____
Mode of Payment	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Others	
Payee	TIN/Employer No. _____	Philgeps No. Code _____
Address	Responsibility Center _____	
	Office/Unit/Project _____	OR/Other Documents _____
EXPLANATION		AMOUNT
To: payment for purchased of ABC Base course for maintenance of roads at Barangay Pagala as per hereto attached supporting papers in the amount of One Hundred Ninety Nine Thousand Eight Hundred pesos only...		₱ 199,800.00

A Certified <input type="checkbox"/> Allotment obligated for the purpose as indicated above. <input type="checkbox"/> Supporting documents complete.		B Certified Funds Available
Signature _____		Signature _____
Printed Name RHEA DIANA R. PAYURAN	Date _____	Printed Name MARTINIANO D. JAVIER
Position Municipal Accountant Head/Accounting Unit/Authorized Representative	Payment Check No. _____	Position Municipal Treasurer Treasurer/Authorized Representative
A Approved for Payment	Bank Name _____	B Received Payment:
Signature _____		Signature Over Printed Name/Position _____
Printed Name HON. FERDINAND V. ESTRELLA	Date _____	Date _____
Position MUNICIPAL MAYOR		

OBLIGATION REQUEST				Obligation No. _____
Responsibility Center	Particulars	F.P.P.	Account Code	Amount
	for maintenance of roads at Barangay Pagala			₱ 199,800.00
A. Certified <input type="checkbox"/> Charges to appropriation/allotment necessary, lawful and under my direct supervision <input type="checkbox"/> Supporting documents valid, proper and legal		B. Certified Existence of available appropriation		
Signature _____	Signature _____			
Printed Name NEMENCIO M. DE LEON	Printed Name JOSEFINA M. TANGGOL			
Position MPDC Head Requesting Office/Authorized Representative	Position Municipal Budget Officer Head, Requesting Office/Authorized Representative			

JOURNAL ENTRY VOUCHER				No.: _____	
				Date: _____	
ACCOUNTING ENTRIES				<i>Amount</i>	
Responsibility Center	ACCOUNTS AND EXPLANATION	Account Code	PR	<i>Debit</i>	<i>Credit</i>
	CIB-LC/CA/COMBO	1-01-02-			
	Due to BIR	2-02-01-010			
	-2				
	-3				
	To record above transaction.	Total			

Prepared by: _____	Approved by: _____
Bookkeeper	RHEA DIANA R. PAYURAN Municipal Accountant