



PURCHASE REQUEST

Department: 20% Eco. Dev. Fund		P. R. No.:		Date: 8/31/2018	
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 San Roque Baliwag, Bulacan					
Requested by:		Cash Availability:		Approved by:	
Signature					
Printed Name: NEMENCIO M. DE LEON		MARTINIANO D. JAVIER		FERDINAND V. ESTRELLA	
Designation: MPDC		Municipal Treasurer		Municipal Mayor	



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**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 San Roque Baliwag, Bulacan 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 _____ Printed Name MARTINIANO D. JAVIER Date _____ Position Municipal Treasurer Treasurer/Authorized Representative
Signature _____	Payment Check No. _____	Signature _____
Printed Name RHEA DIANA R. PAYURAN Date _____		Printed Name _____ Date _____
Position Municipal Accountant Head/Accounting Unit/Authorized Representative		Position _____ Treasurer/Authorized Representative
A Approved for Payment	Bank Name _____	B Received Payment:
Signature _____	Date _____	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 San Roque Baliwag, Bulacan			₱ 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: _____ Bookkeeper	Approved by: <div style="text-align: right;"> RHEA DIANA R. PAYURAN Municipal Accountant </div>
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