## DISBURSEMENT VOUCHER

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

### OBLIGATION REQUEST

<table>
<thead>
<tr>
<th>Obligation No.</th>
<th>Description</th>
<th>F.P.P.</th>
<th>Account Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Obligation No. 10]-2018-12-09</td>
<td>For Office of the Mayor</td>
<td></td>
<td>5-02-99-990</td>
<td>65,100.00</td>
</tr>
</tbody>
</table>

### ACCOUNTING ENTRIES

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>PR</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-01-02-</td>
<td>CIB-CA/COMBO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-02-01-010</td>
<td>Due to BIR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To record above transaction.  

**Prepared by:**  
RHEA DIANA R. PAYURAN  
**Municipal Accountant**

**Approved by:**  
RHEA DIANA R. PAYURAN  
**Municipal Accountant**

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**EXPLOITATION VOUCHER**  
**No.**

**Mode of Payment:**  
- Check  
- Cash  
- Others

**Payee:**  
TIN/Employer No.  
Phileneo No.  
Code

**Address:**  
Office/Unit/Project  
OR/Other Documents

### EXPLANATION

To: Payment for **Materials for Office of the Mayor** as per hereto attached supporting papers in the amount of **Sixty Five Thousand One Hundred Pesos Only**.

**Amount:**  
65,100.00

**Certified:**  
- Allocation obligated for the purpose as indicated above.  
- Supporting documents complete.

**Signature:**

**Printed Name:**  
RHEA DIANA R. PAYURAN

**Position:**  
Municipal Accountant

**Date:**

**Certified:**  
- Funds Available

**Signature:**

**Printed Name:**  
MARTINIANO D. JAVIER

**Position:**  
Municipal Treasurer

**Date:**

**Received Payment:**

**Signature Over Printed Name/Position:**

**Printed Name:**  
FERNANDO V. ESTRELLA

**Position:**  
MUNICIPAL MAYOR

**Date:**

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**RESPONSIBILITY CENTER:**

**Particulars:**

**F.P.P.:**

**Account Code:**

**Amount:**  
65,100.00

**A. Certified:**

| Charges to appropriation/allocation necessary, lawful and under my direct supervision.  
| Supporting documents valid, proper and legal |

**Signature:**

**Printed Name:**  
ENRIQUE V. TAGLE

**Position:**  
Municipal Administrator

**B. Certified:**  
- Existence of available appropriation

**Signature:**

**Printed Name:**  
JOSEFINA M. TANGGOL

**Position:**  
Municipal Budget Officer

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**JOURNAL ENTRY VOUCHER**

**ACCOUNTING ENTRIES**

<table>
<thead>
<tr>
<th>ACCOUNTS AND EXPLANATION</th>
<th>Account Code</th>
<th>PR</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-01-02-</td>
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<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To record above transaction.**
# PURCHASE REQUEST

**Department:** Mayors  
**P. R. No.:**  
**SAI No.:**  
**ALOBS No.:**  
**Date:** 10-29-18  
---

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Unit Issue</th>
<th>Item Description(s)</th>
<th>Estimated Unit Cost</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>pcs</td>
<td>Spot Light</td>
<td>5,250</td>
<td>47,250</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>pcs</td>
<td>Light Stand</td>
<td>2,775.00</td>
<td>5,550.00</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>pc</td>
<td>DMX Controller</td>
<td>7,800.00</td>
<td>7,800.00</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>set</td>
<td>Cable Wire 10m</td>
<td>975.00</td>
<td>1,950.00</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>set</td>
<td>Cable Wire 1m</td>
<td>425.00</td>
<td>2,550.00</td>
</tr>
</tbody>
</table>

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**Total:** 65,100

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For Office of the Mayor

**Requested by:**  
**Cash Availability:**  
**Approved by:**

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**Signature:**

**Printed Name:** ENRIQUE V. TAGLE  
MARTINIANO D. JAVIER  
FERDINAND V. ESTRELLA

**Designation:** Municipal Administrator  
Municipal Treasurer  
Municipal Mayor