**DISBURSEMENT VOUCHER**

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

<table>
<thead>
<tr>
<th>Mode of Payment</th>
<th>Check</th>
<th>Cash</th>
<th>Others</th>
<th>TIN/Employer No.</th>
<th>PhilNo. Code</th>
<th>Payee Responsibility Center Office/Unit/Project</th>
</tr>
</thead>
</table>

**AMOUNT**  

To: Payment of packaging materials for relief goods for Disaster Preparedness as per hereto attached supporting papers in the amount of One hundred ninety five thousand four hundred thirty pesos only...

<table>
<thead>
<tr>
<th>A</th>
<th>Certified</th>
<th>Allotment obligated for the purpose as indicated above.</th>
<th>Supporting documents complete.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Signature</strong></td>
<td>RHEA DIANA R. PAYURAN</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td><strong>Position</strong></td>
<td>Municipal Accountant</td>
<td>Head/Accounting Unit/Authorized Representative</td>
</tr>
<tr>
<td></td>
<td><strong>Printed Name</strong></td>
<td>FERDINAND V. ESTRELLA</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td><strong>Position</strong></td>
<td>MUNICIPAL MAYOR</td>
<td>Date</td>
</tr>
</tbody>
</table>

**OBLIGATION REQUEST**  

<table>
<thead>
<tr>
<th>Other Purposes</th>
<th>Particulars</th>
<th>F.P.P.</th>
<th>Account Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Various goods for Disaster Preparedness</td>
<td>192-502-03-060</td>
<td><strong>P</strong></td>
<td>195,430.00</td>
</tr>
</tbody>
</table>

| A | Certified | Charges to appropriation/allotment necessary, lawful and under my direct supervision | Supporting documents valid, proper and legal |
|   | **Signature** | ENRIQUE V. TAGLE | Municipal Administrator | Head, Requesting Office/Authorized Representative |
|   | **Position** | JOSEFINA M. TANGGOL | Municipal Budget Officer | Head, Requesting Office/Authorized Representative |

**JOURNAL ENTRY VOUCHER**  

**ACCOUNTING ENTRIES**  

<table>
<thead>
<tr>
<th>Responsibility Center</th>
<th>ACCOUNTS AND EXPLANATION</th>
<th>Account Code</th>
<th>PR</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GIB-LC/CA/COMBO  
Due to BIR  
-2  
-3  

To record above transaction. Total

**Prepared by:** Bookkeeper  

**Approved by:** RHEA DIANA R. PAYURAN  
Municipal Accountant
# PURCHASE REQUEST

**Department:** MDRRMO  
**P. R. No.:**  
**SAI No.:**  
**ALOBS No.:**  
**Date:** 02-12-19

### Item Description(s) | Unit | Quantity | Unit Cost | Estimated Cost
--- | --- | --- | --- | ---
Canned sardines | pcs. | 3,000 | P 19.25 | P 57,750.00
Instant noodles assorted | pcs. | 3,000 | 8.75 | 26,250.00
Canned corned beef | pcs. | 1,500 | 30.75 | 46,125.00
Canned meat | pcs. | 1,500 | 23.50 | 35,250.00
3 in 1 coffee | pcs. | 2,000 | 9.75 | 19,500.00
Clear plastic for rice (medium) | packs | 40 | 59.00 | 2,360.00
Packing tape (yellow) | pcs. | 50 | 92.50 | 4,625.00
Plain Crackers 10’s | packs | 60 | 59.50 | 3,570.00
**TOTAL** |  |  |  | **P 195,430.00**

**Purpose:** Various goods for Disaster Preparedness

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

**Signature**  

**Printed Name:** ALVIN LEE C. ASURO  
**Designation:** MDRRMO  
**Cash Availability:** MARTINIANO D. JAVIER  
**Designation:** Municipal Treasurer  
**Approved by:** FERDINAND V. ESTRELLA  
**Designation:** Municipal Mayor