Issuance of Obligation Request (Supplier)

Office or Division:	Office of the Municipal Accounting
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Purchase Request, Purchase Order and Canvass	Accounting Office
Accomplished document (Vouchers)	Accounting Office
Voucher	Accounting Office
Accomplished document (Vouchers)	Mayor's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present of Delivery Receipt/Canvass	1. Prepare the Purchase Request &Purchase Order 2.1 Prepare the Voucher 2.2 Sign the Voucher	None	15 Minutes 3 Minutes 1 Minute	*Administrative Aide I* *Municipal Accountant* Office of the Municipal Accountant
2. Client/Supplier received the request	2. Instruct the walk-in client/ supplier to the next office for the approval of vouchers	None	1 Minute	*Administrative Aide I* *Municipal Accountant* Office of the Municipal Accountant
	TOTAL:	None	20 Minutes	