



City Accounting Office

Internal / External



Accounting Services

Processes and records all financial claims from the city and consolidates transactions to provide reliable financial information to stakeholders.

Office or Division:	Office of the City Accountant			
Classification:	Complex			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Any person or entity with legal financial claims from the City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Payroll (2 copies)		Department concerned		
Supporting documents:				
Obligation request (2 copies)		Department concerned		
Daily time record (1 copy)		Department concerned		
Application for leave, if any (1 copy)		Department concerned		
Disbursement Voucher (2copies)		Department concerned		
Supporting documents as required:				
Obligation request (2 copies)		Department concerned		
Purchase Order etc. (2 copies)		General Services Office		
Official receipts (1 original)		Client		
Other documentary requirement specific to the claim (1 copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Register the Disbursement voucher/Payroll -Both Client and Personnel must properly wear face mask at all times, client transacts at the window and sanitize with alcohol provided before handing in the documents 2. Client has the option to wait on the seat outside the office or to leave the documents (the department will forward the same to next corresponding department)	1. Log the documents and stamp register number	None	3 minutes	Utility Worker at Front Desk
	2. Concerned Personnel forwards the DV/Payroll to the Controller	None	1 minute	Utility Worker



	(maintains distance among themselves)Clerk			
	3. Accountant reviews, records and prepares JEV	None	5 minutes	Accountant/ Accounting Clerk
	4. The City Accountant signs the DV & JEV if transaction is found to be proper and documents are complete	None	3 minutes	City Accountant
3. Receives the document back (if opted to wait) through the window	5. Log-out of documents The papers are logged out and are forwarded to the client or to Office for which next steps are to be processed	None	3 minutes	Utility Worker/Front Desk