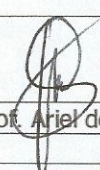


Policy No:	ADM-POL-COMP-0007
Policy Title:	Payment Request Policy
Implementation Procedure:	ACA-PROC-COMP-0003 Payment Request Procedure
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Comptrollership
"Supersedes" Notification:	
Purpose of Policy:	This policy details the projects and activities that are covered under the Payment Request.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Payment Request is intended for projects and activities that require reimbursement. • Expenses covered by the Payment Request include honoraria, food and beverage expenses, supplies, transportation and other form of expenses that were directly used for the project or activity. • Only projects and activities that were included in the approved operational plan can be applied for Payment Request. • In cases when the project or activity is not included in the operational plan, a separate approved budget proposal from the Division Head and Rector and President is required. • All payment requests should be approved by the department head. In the absence of the department, the division head provides the approval. • The Budget Clerk and the Budget Officer shall review all payment requests. • Only payment requests that complied with the above mentioned requirements shall be endorsed to the Comptroller. • The Comptroller is responsible for reviewing the approved payment requests. • The Vice Rector for Financial Affairs provides the final approval for all payment requisitions. • Check preparation are done on Wednesday and released on Friday. Hence, all payment requests should be cleared from the Budget Section a week before Friday and should reach the Accounting Area by Wednesday. • Payment to external suppliers is also covered under this policy. • Payment request for external suppliers shall only be accepted and processed by the Accounting Office upon endorsement and confirmation of delivery from the Purchasing Officer. • Supporting documents such as purchase order, delivery receipt and invoice are required before any payment requisition is made.
Applicability:	All Department Heads
Policy Approval Authority:	Comptroller
Related Policies or References	Payment Request Form
Definition:	
Approved by	 _____ Asst. Prof. Ariel de las Alas
Date of Approval	

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