**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:** Comptrollership

<table>
<thead>
<tr>
<th>“Supersedes” Notification:</th>
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<tbody>
<tr>
<td>Comptrollership</td>
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</table>

### Purpose of Policy:
This policy details the projects and activities that are covered under the Payment Request.

### Detailed Policy Statement:
- 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. Amal de las Alas

Date of Approval:

ADM-POL-COMP-0007 | Payment Request Policy