



**CAGAYAN DE ORO CITY WATER DISTRICT
COLLECTION SECTION**

CREDIT/DEBIT MEMO

SUMMARY OF CERTIFICATE OF CREDITABLE TAX WITHHELD AT SOURCE

TELLER'S COLLECTION

FW

ADJUSTMENT

OTHERS

Date Collected: _____	Control No : _____	
Date Submitted: _____		
	Debit	Credit
TOTAL	0.00	0.00

Prepared By :

Received By :

Staff, Collection Section

Supervising Data Analyst Controller

Checked By:

Posted By :

Manager, Cash Management Division

Staff, Customer Billing Section



CAGAYAN DE ORO CITY WATER DISTRICT
 Corrales Avenue, Cagayan de Oro City
FINANCE DEPARTMENT
 Tellers' Daily Collection Summary
 DATE:

Teller's Name	12-12 DAY CYCLE										8-5 DAY CYCLE					
	Machine No.	PREVIOUS 12 - 5 PM		FROM	TO	Amount	No. of Rcpt	CANCE LLED	No. of Rcpt	VALIDATION	8-12 COLLECTION AMOUNT	AM - No. of Rcpt	12-5 COLLECTION AMOUNT	PM - No. of Rcpt	TOTAL 8-5 COLLECTION	
		AMOUNT	No. OF OR												AMOUNT	No. of Rcpts
Admin Office																
Sub-total:		0.00	0			0.00	0	0	0		0.00	0	0.00	0	0.00	0
Kauswagan Sub-office																
Sub-total:		0.00	0			0.00	0	0	0		0.00	0	0.00	0	0.00	0
Tin-ao Sub-office																
Sub-total:		0.00	0			0.00	0	0	0		0.00	0	0.00	0	0.00	0
Macasandig Sub-office																
Sub-total:		0.00	0			0.00	0	0	0		0.00	0	0.00	0	0.00	0
Grand Total		0.00	0			0.00	0	0	0	TRUE	-	0	0.00	0	-	0

Prepared by:

Verified by:

Checked by:

Approved by:

Staff, Collection Section

OIC, Supervising Collection Officer

Manager, Cash Mgmt Division

Manager, Finance Department



DOCUMENTS CHECKLIST
(FOR PETTY CASH TRANSACTIONS)

I. FOR MEALS EXPENSES:

1.) Petty Cash Voucher

2.) Budget Utilization Slip (BUS)

3.) Official Receipt / Sales Invoice / Cash Invoice
Acknowledgement Receipt / Collection Receipt /
Charge Sales Invoice / Certification of Expenses Not
Requiring Receipts (COENRR)

4.) Attendance List (with time and date)

5.) Minutes / Agenda of the Meeting

II. FOR OFFICE SUPPLIES EXPENSES:

1.) Petty Cash Voucher

2.) Budget Utilization Slip (BUS)

3.) Official Receipt / Sales Invoice / Cash Invoice
Acknowledgement Receipt / Collection Receipt /
Charge Sales Invoice / Certification of Expenses Not
Requiring Receipts (COENRR)

4.) Request for Petty Cash Purchase

5.) Verification Slip Form (VSF)

If Applicable:

6.) Inspection and Acceptance Report (IAR)

7.) Property / Waste Materials Returned Slip (PWMRS)

8.) Inventory Custodian Slip

9.) Abstract Proposal

10.) Canvass Form

11.) Budget Appropriation Request (BAR)

III. FOR VEHICLE MAINTENANCE EXPENSES:

1.) Petty Cash Voucher

2.) Budget Utilization Slip (BUS)

3.) Official Receipt / Sales Invoice / Cash Invoice
Acknowledgement Receipt / Collection Receipt /
Charge Sales Invoice / Certification of Expenses Not
Requiring Receipts (COENRR)

4.) Request for Petty Cash Purchase

5.) Verification Slip Form (VSF)

If Applicable:

6.) Inspection and Acceptance Report (IAR)

7.) Property / Waste Materials Returned Slip (PWMRS)

8.) Inventory Custodian Slip

9.) Abstract Proposal

10.) Canvass Form

11.) Budget Appropriation Request (BAR)

12.) Job Order

IV. FOR REPAIRS AND MAINTENANCE - Building, Machinery, Pumps, etc.

1.) Petty Cash Voucher

2.) Budget Utilization Slip (BUS)

3.) Official Receipt / Sales Invoice / Cash Invoice
Acknowledgement Receipt / Collection Receipt /
Charge Sales Invoice / Certification of Expenses Not
Requiring Receipts (COENRR)

4.) Request for Petty Cash Purchase

5.) Verification Slip Form (VSF)

If Applicable:

6.) Inspection and Acceptance Report (IAR)

7.) Property / Waste Materials Returned Slip (PWMRS)

8.) Inventory Custodian Slip

9.) Abstract Proposal

10.) Canvass Form

11.) Budget Appropriation Request (BAR)

12.) Job Order

V. FOR ENGINEERING CONSTRUCTION / PROJECTS EXPENSES:

1.) Petty Cash Voucher

2.) Budget Utilization Slip (BUS)

3.) Official Receipt / Sales Invoice / Cash Invoice
Acknowledgement Receipt / Collection Receipt /
Charge Sales Invoice / Certification of Expenses Not
Requiring Receipts (COENRR)

4.) Request for Petty Cash Purchase

5.) Implementation Order

6.) Work Order

7.) Verification Slip Form (VSF)

If Applicable:

8.) Property / Waste Materials Returned Slip (PWMRS)

9.) Job Order

10.) Budget Appropriation Request (BAR)

11.) Abstract Proposal

12.) Inspection and Acceptance Report (IAR)

13.) Canvass Form

VI. FOR OTHER SIMILAR EXPENSES: (Wreath, Flowers for Altar, Priest's Stipend, Seminar Registration Fees & Solicitation)

1.) Petty Cash Voucher

2.) Budget Utilization Slip (BUS)

3.) Official Receipt / Sales Invoice / Cash Invoice
Acknowledgement Receipt / Collection Receipt /
Charge Sales Invoice / Certification of Expenses Not
Requiring Receipts (COENRR)

Checked by:

MARISA MAY L. RAMIRO
Petty Cash Custodian
Cash Mgt. Division, Finance Dept.



CAGAYAN DE ORO CITY WATER DISTRICT
Corrales Ave., Cagayan de Oro City

PETTY CASH PURCHASE TRACER FORM

PETTY CASH CONTROL NO.:

(TO BE FILLED UP BY RESPONSIBLE PERSONNEL)

	TRANSACTION			SIGNATURE OVER PRINTED NAME
	DATE	TIME IN	TIME OUT	
REQUEST RECEIVED BY PROPERTY				
RECEIVED BY REQUISITIONER/DEPT.				
APPROVED BY GM / AGM CHECKED AS TO AVAILABILITY OF FUNDS (FINANCE DEPT.)				
AUDITED (INTERNAL CONTROL DIV.)				
RECEIVED BY PROCUREMENT CASH ADVANCE REQUEST RECEIVED BY CASH AND DISBURSEMENT SECTION				
CASH ADVANCE RECEIVED BY PURCHASER				
PURCHASER REQUEST FOR AUDIT				
ITEMS INSPECTED BY AUDIT				
ITEMS RECEIVED BY REQUISITIONER (WITH ACCOUNTABILITY)				
WASTE MATERIALS RETURNED TO PROPERTY (IF APPLICABLE) WITH SIGNED ACCOUNTABILITY VALE LIQUIDATED BY PURCHASER WITHIN 3 DAYS				

FM-FIN-10

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XX-XX-XXXX



CAGAYAN DE ORO CITY WATER DISTRICT
Corrales Ave., Cagayan de Oro City

PETTY CASH PURCHASE TRACER FORM

PETTY CASH CONTROL NO.:

(TO BE FILLED UP BY RESPONSIBLE PERSONNEL)

	TRANSACTION			SIGNATURE OVER PRINTED NAME
	DATE	TIME IN	TIME OUT	
REQUEST RECEIVED BY PROPERTY				
RECEIVED BY REQUISITIONER/DEPT.				
APPROVED BY GM / AGM CHECKED AS TO AVAILABILITY OF FUNDS (FINANCE DEPT.)				
AUDITED (INTERNAL CONTROL DIV.)				
RECEIVED BY PROCUREMENT CASH ADVANCE REQUEST RECEIVED BY CASH AND DISBURSEMENT SECTION				
CASH ADVANCE RECEIVED BY PURCHASER				
PURCHASER REQUEST FOR AUDIT				
ITEMS INSPECTED BY AUDIT				
ITEMS RECEIVED BY REQUISITIONER (WITH ACCOUNTABILITY)				
WASTE MATERIALS RETURNED TO PROPERTY (IF APPLICABLE) WITH SIGNED ACCOUNTABILITY VALE LIQUIDATED BY PURCHASER WITHIN 3 DAYS				

FM-FIN-10

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XX-XX-XXXX



CAGAYAN DE ORO CITY WATER DISTRICT
Corrales Ave., Cagayan de Oro City

PETTY CASH PURCHASE TRACER FORM

PETTY CASH CONTROL NO.:

(TO BE FILLED UP BY RESPONSIBLE PERSONNEL)

	TRANSACTION			SIGNATURE OVER PRINTED NAME
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REQUEST RECEIVED BY PROPERTY				
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APPROVED BY GM / AGM CHECKED AS TO AVAILABILITY OF FUNDS (FINANCE DEPT.)				
AUDITED (INTERNAL CONTROL DIV.)				
RECEIVED BY PROCUREMENT CASH ADVANCE REQUEST RECEIVED BY CASH AND DISBURSEMENT SECTION				
CASH ADVANCE RECEIVED BY PURCHASER				
PURCHASER REQUEST FOR AUDIT				
ITEMS INSPECTED BY AUDIT				
ITEMS RECEIVED BY REQUISITIONER (WITH ACCOUNTABILITY)				
WASTE MATERIALS RETURNED TO PROPERTY (IF APPLICABLE) WITH SIGNED ACCOUNTABILITY VALE LIQUIDATED BY PURCHASER WITHIN 3 DAYS				

FM-FIN-10

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XX-XX-XXXX



CAGAYAN DE ORO CITY WATER DISTRICT
Corrales Ave., Cagayan de Oro City

PETTY CASH PURCHASE TRACER FORM

PETTY CASH CONTROL NO.:

(TO BE FILLED UP BY RESPONSIBLE PERSONNEL)

	TRANSACTION			SIGNATURE OVER PRINTED NAME
	DATE	TIME IN	TIME OUT	
REQUEST RECEIVED BY PROPERTY				
RECEIVED BY REQUISITIONER/DEPT.				
APPROVED BY GM / AGM CHECKED AS TO AVAILABILITY OF FUNDS (FINANCE DEPT.)				
AUDITED (INTERNAL CONTROL DIV.)				
RECEIVED BY PROCUREMENT CASH ADVANCE REQUEST RECEIVED BY CASH AND DISBURSEMENT SECTION				
CASH ADVANCE RECEIVED BY PURCHASER				
PURCHASER REQUEST FOR AUDIT				
ITEMS INSPECTED BY AUDIT				
ITEMS RECEIVED BY REQUISITIONER (WITH ACCOUNTABILITY)				
WASTE MATERIALS RETURNED TO PROPERTY (IF APPLICABLE) WITH SIGNED ACCOUNTABILITY VALE LIQUIDATED BY PURCHASER WITHIN 3 DAYS				

FM-FIN-10

00

XX-XX-XXXX



NOTICE OF DELIVERY

DATE : _____ NO. : _____
 FOR : _____
 DIVISION : _____
 DEPARTMENT : _____

Please be informed that the following item/s have been delivered on _____

Supplier Name : _____
 PURPOSE : _____

CSI No. : _____ DR No. : _____ PO No. : _____ PR No. : _____
 DATE : _____ DATE : _____ DATE : _____ DATE : _____

QUANTITY	UNIT	ITEM DESCRIPTION	AMOUNT

DELIVERY STATUS

DELIVERY NOTE : _____

FOR INFORMATION

- For End-User Inspection and Evaluation
 Others _____

Thank you.

Manager, Property & Supplies Mgt. Div.

Received by : _____
 Date : _____

Prepared by: _____
 Staff, Property & Supplies Mgt Div.

Date Prepared: _____ **PAGE**



NOTICE OF DELIVERY

DATE : _____ NO. : **0**
 FOR : _____
 DIVISION : _____
 DEPARTMENT : _____

Please be informed that the following item/s have been delivered on _____

Supplier Name : _____ **0**
 PURPOSE : _____

CSI No. : _____ DR No. : _____ PO No. : _____ PR No. : _____
 DATE : _____ DATE : _____ DATE : _____ DATE : _____

QUANTITY	UNIT	ITEM DESCRIPTION	Amount

DELIVERY STATUS 0

DELIVERY NOTE : _____ **0**

YOU ARE REQUESTED FOR THE FOLLOWING ACTION/S

- For End-User Inspection and Evaluation
 Others _____

Thank you.

Agaluna C. Develos
 Manager, Property & Supplies Mgt. Div.

Received by : _____

Date : _____

Prepared by: _____
 Staff, Property & Supplies Mgt Div.

Date Prepared: _____ **PAGE**



CAGAYAN DE ORO CITY WATER DISTRICT

Corrales Avenue, Cagayan de Oro City

SUPPLIER PERFORMANCE EVALUATION

PERIOD COVERED:

YEAR:

DETAILS			
Company Name:			
Company Address:			
Phone Number:	Fax Number :		
EVALUATION			
CRITERIA	ACTUAL PERFORMANCE	SCORE	
QUALITY (35%)			
1 $\frac{\text{QTY ACCEPTED}}{\text{QTY DELIVERED}} \times 35\%$	$\frac{\quad}{\quad} \times 35\%$		
DELIVERY (35%)			
1 $\frac{\text{ON-TIME DELIVERIES}}{\text{NO. OF DELIVERIES}} \times 35\%$	$\frac{\quad}{\quad} \times 35\%$		
Rating for below criteria: 4 – Very Satisfactorily 3 – Satisfactorily 2 – Fair 1 - Poor			
SERVICE (20%)			
Respond to queries and needs and resolves issues in an appropriate and timely manner	$\frac{\quad}{4} \times 20\%$		
COST (10%)			
Compliant to agreement based on contract and/or contract	$\frac{\quad}{4} \times 10\%$		
Passing Score is 75%	TOTAL SCORE	<input type="checkbox"/> PASSED <input type="checkbox"/> FAILED	
REMARKS / COMMENTS: 			
Evaluated by: _____ Supervisor, Property Supplies & Management Division Date:	Reviewed by: _____ Division Manager Date:	Recommending Approval: _____ Assistant General Manager for Admin & Finance Date:	Approved by: _____ General Manager Date:



CAGAYAN DE ORO CITY WATER DISTRICT

Corrales Avenue, Cagayan de Oro City

ACCREDITED SUPPLIERS EVALUATION SCHEDULES

Year :

Prepared by:

#	SUPPLIER NAME	FREQUENCY	SCHEDULE												REMARKS	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
[]	[]	[]	PLAN	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
			ACTUAL	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	