

#### CAGAYAN DE ORO CITY WATER DISTRICT FINANCE DEPARTMENT

# ACKNOWLEDGEMENT RECEIPT OF TELLERS DEPOSITS AND REMITTANCES

L	DEPOSITS	AND RE	WITTANCES
DATE COLLECTE	D:		
DATE OF DEPOS	SIT:		
		CASH	
	1	,000.00	-
		500.00	-
		200.00	-
		100.00	-
		50.00	•
		20.00	-
		10.00	-
		5.00	-
		1.00	-
		0.25	-
		0.10	-
		0.05	-
		0.01	-
			-
			-
1017	AL CASH		-
		CHECK	
BANK	CHEC	K NO.	AMOUNT
(Plea	ase use se	eparate s	heet if needed)
	L CHECK	<u>,                                      </u>	-
	CV2H 7	+ CHECK:	_
PREVIO	US REMI		_
TILLVIO		TOTAL:	_
REMITTED BY:		NCE CUT-	DECENTED 211
VEINILLED RA:	OF	F:	RECEIVED BY:
	12 PM	5 PM	



☐ TELLER'S COLLECTION

# CAGAYAN DE ORO CITY WATER DISTRICT COLLECTION SECTION

#### **CREDIT/DEBIT MEMO**

#### SUMMARY OF CERTIFICATE OF CREDITABLE TAX WITHHELD AT SOURCE

☐ ADJUSTMENT

☑ OTHERS

Date Collected:
Date Submitted:

Debit

Credit

TOTAL

0.00

Received By:

Staff, Collection Section

Supervising Data Analyst Controller

Checked By:

Posted By:

Manager, Cash Management Division

Staff, Customer Billing Section



Finance Department
Property & Supplies Management Division

#### REQUEST FOR PETTY CASH PURCHASE

PC CONTROL NO.:	
-----------------	--

TO:							
Otv							
Qty.	Unit	Description o	f Items		Purpose		
		xxxxxNOTHING FOL	LOWSxxxx				
This is	to certify that we	e have no stock of the abov					
			APPROVED BY:	Manag	er, Property & Supplies Mgmt. Div. AUDITED:		
	1						
Supervisor/	/Div. Manager	Dept. Manager	Asst. Gen. Manager	r-Admin. & Fin.	Internal Auditor		
Supervisor/ REFERENC	E:		g	PWMRS No.:			
	ASING SECTION	TO FILL IN :					
Remarks: Item/s:		Date:		Supplier: Amount:			
CI/OR:		Date.	_	Purchased by:			
				-			
	ed the above purch	nased item/s in good condition.		Received by :			
FM-FIN-03			00		XX-XX-XXXX		
w	1973 REC Jater Accessibility - Our Priority!	-	ipplies Management I OR PETTY CASH PUR		PC CONTROL NO.:		
DATE: TO:							
Qty.	Unit	Description o	f Items		Purpose		
_	-	· -			-		
-	-	-		-			
-	-	-			-		
-	-	-			-		
-	-	-			-		
-	-	-			-		
-	-	- xxxxxNOTHING FOL	I OWS YYYYY		-		
<del></del>	to certify that we	e have no stock of the abov		l Manag	er, Property & Supplies Mgmt. Div.		
This is							
			APPROVED BY:		AUDITED:		
	O (Div Manager	0		Admir 9 F'-			
Supervisor/	/Div. Manager		Asst. Gen. Manager	-Admin. & Fin.	AUDITED:  Internal Auditor		
Supervisor/ REFERENC FOR PURCHA Remarks:	/Div. Manager	<b>0</b> Dept. Manager TO FILL IN :	Asst. Gen. Manager	PWMRS No.: Supplier:	Internal Auditor		
Supervisor/ REFERENC FOR PURCHA Remarks: Item/s:	/Div. Manager E:	<b>0</b> Dept. Manager	Asst. Gen. Manager	PWMRS No.:  Supplier: Amount:	Internal Auditor		
Supervisor/ REFERENC FOR PURCHA Remarks:	/Div. Manager E:	<b>0</b> Dept. Manager TO FILL IN :	Asst. Gen. Manager	PWMRS No.: Supplier:	Internal Auditor		



# CAGAYAN DE ORO CITY WATER DISTRICT PROPERTY AND SUPPLIES MANAGEMENT DIVISION KAUSWAGAN, CAGAYAN DE ORO CITY

#### **VERIFICATION SLIP FORM**

	VERIFICATION SLIP FORIVI							
TO:	MANAGER, PROPERTY & SUPPLIES MANAGEM		VSF NO.:					
DATE:								
	ITEM DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL AMOUNT	STOCK AVAILABLE	STOCK BALANCE	REMARKS
				TOTAL	-	=		
PURPOS	URPOSE:							

REQUESTED BY: VERIFIED BY:

CASH MANAGEMENT DIVISION MANAGER

MANAGER, Property & Supplies Mgt. Div.



# CAGAYAN DE ORO CITY WATER DISTRICT FINANCE DEPARTMENT-CASH MANAGEMENT DIVISION COLLECTION SECTION

# INCOMING & OUTGOING RECEIPTS OF COWD COLLECTING BANKS & CENTERS

#### **SEPTEMBER 2, 2017 (SATURDAY)**

BANK/CENTER	OR. NO. USED	AMOUNT	RECEIVED BY	SIGNATURE

Prepared by:

Staff, Collection Section



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

	1				12-12 DAY CYCLE			1			8-5 DAY CYC	LE				
		PREVIOUS 12 -	5 PM					8-12 COLLECTION		12-5 COLLECTION		TOTAL 8-5 CO	LLECTION			
Teller's Name	MachineN		No. OF	5D014	70	Amount		CANCE LLED	No. of Rcpt	VALIDATION		AM - No. of	12 3 60222677674	PM - No.		
	o.	AMOUNT	OR	FROM	то		Rcpt	LLED			AMOUNT	Rcpt	AMOUNT	of Rcpt	AMOUNT	No. of Rcpts
Admin Office																
Sub-total:		0.00	0			0.00	0	0	0		0.00	0	0.00	0	0.00	(
Kauswagan Sub-office																
		0.00	0			0.00	0	0	0		0.00	0	0.00	0	0.00	(
Tin-ao Sub-office																
												_				
Sub- total:		0.00	0			0.00	0	0	0		0.00	0	0.00	0	0.00	C
Macasandig Sub-office																
Sub- total:		0.00	0			0.00	0	0	0		0.00	0	0.00	0	0.00	(
Grand Total		0.00	0			0.00	0	0	0	TRUE	-	0	0.00	О	-	(

Prepared by: Checked by: Approved by:

Staff, Collection Section OIC, Supervising Collection Officer Manager, Cash Mgmt Division Manager, Finance Department



# Cagayan de Oro City Water District BANK COLLECTION SUMMARY

#### DATE:

BANKS		S DETAIL	CANCELLED	SM AMOUNT	AMOUNT	RECEIPTS	VALIDATION
	FROM	ТО					
							_
					-		0
TOTAL			0		-	-	

Prepared by:	Checked by:
Staff, Collection Section Verified by:	Manager, Cash Management Division Approved by:
OIC, Supervising Collection Officer	Manager, Finance Department



Corrales Ave., Cagayan de Oro City

Cash Mgt. Division, Finance Department

#### **DOCUMENTS CHECKLIST**

(FOR PETTY CASH TRANSACTIONS)

I. FOR MEALS EXPENSES:	IV. FOR REPAIRS AND MAINTENANCE - Building, Machinery,
	Pumps, etc.
1.) Petty Cash Voucher	1.) Petty Cash Voucher
2.) Budget Utilization Slip (BUS)	2.) Budget Utilization Slip (BUS)
3.) Official Receipt / Sales Invoice / Cash Invoice	3.) Official Receipt / Sales Invoice / Cash Invoice
Acknowledgement Receipt / Collection Receipt /	Acknowledgement Receipt / Collection Receipt /
Charge Sales Invoice / Certication of Expenses Not	Charge Sales Invoice / Certication of Expenses Not
Requiring Receipts (COENRR)	Requiring Receipts (COENRR)
4.) Attendance List (with time and date)	4.) Request for Petty Cash Purchase
5.) Minutes / Agenda of the Meeting	5.) Verification Slip Form (VSF)
	<u>If Applicable:</u>
II. FOR OFFICE SUPPLIES EXPENSES:	6.) Inspection and Acceptance Report (IAR)
	7.) Property / Waste Materials Returned Slip (PWMRS)
1.) Petty Cash Voucher	8.) Inventory Custodian Slip
2.) Budget Utilization Slip (BUS)	9.) Abstract Proposal
3.) Official Receipt / Sales Invoice / Cash Invoice	10.) Canvass Form
Acknowledgement Receipt / Collection Receipt /	11.) Budget Appropriation Request (BAR)
Charge Sales Invoice / Certication of Expenses Not	12.) Job Order
Requiring Receipts (COENRR)	
4.) Request for Petty Cash Purchase	V. FOR ENGINEERING CONSTRUCTION / PROJECTS EXPENSES:
5.) Verification Slip Form (VSF)	
If Applicable:	1.) Petty Cash Voucher
6.) Inspection and Acceptance Report (IAR)	2.) Budget Utilization Slip (BUS)
7.) Property / Waste Materials Returned Slip (PWMRS)	3.) Official Receipt / Sales Invoice / Cash Invoice
8.) Inventory Custodian Slip	Acknowledgement Receipt / Collection Receipt /
9.) Abstract Proposal	Charge Sales Invoice / Certication of Expenses Not
10.) Canvass Form	Requiring Receipts (COENRR)
11.) Budget Appropriation Request (BAR)	4.) Request for Petty Cash Purchase
	5.) Implementation Order
III. FOR VEHICLE MAINTENANCE EXPENSES:	6.) Work Order
III. FOR VEHICLE MAINTENANCE EXILENSES.	7.) Verification Slip Form (VSF)
1.) Petty Cash Voucher	If Applicable:
2.) Budget Utilization Slip (BUS)	8.) Property / Waste Materials Returned Slip (PWMRS)
3.) Official Receipt / Sales Invoice / Cash Invoice	9.) Job Order
Acknowledgement Receipt / Collection Receipt /	10.) Budget Appropriation Request (BAR)
Charge Sales Invoice / Certication of Expenses Not	11.) Abstract Proposal
Requiring Receipts (COENRR)	12.) Inspection and Acceptance Report (IAR)
4.) Request for Petty Cash Purchase	13.) Canvass Form
5.) Verification Slip Form (VSF)	13.7 Curivass Form
	VI. FOR OTHER SIMILAR EXPENSES: (Wreath, Flowers for Altar,
If Applicable:  6.) Inspection and Acceptance Report (IAR)	Priest's Stipend, Seminar Registration Fees & Solicitation)
7.) Property / Waste Materials Returned Slip (PWMRS)	<u> </u>
	2.) Budget Utilization Slip (BUS)
9.) Abstract Proposal 10.) Canvass Form	
11.) Budget Appropriation Request (BAR)	Acknowledgement Receipt / Collection Receipt / Charge Sales Invoice / Certication of Expenses Not
l <del></del> -	1
12.) Job Order	Requiring Receipts (COENRR)

Checked by:

#### MARISA MAY L. RAMIRO

Petty Cash Custodian

Cash Mgt. Division, Finance Dept.



Corrales Avenue, Cagayan de Oro City Budget Division, Finance Department

#### **ESTIMATED OVERTIME COMPUTATION**

WP 33	REFERENCE NO.	EMPLOYEE'S NAME	PURPOSE OF OVERTIME	PAY	DATE OF OT	HRS	RATE	AMOUNT	TOTAL
					ESTIMATED OV	/ERTIME	CLAIM		

BUDGET BALANCE				
			•	
EMPLOYEE'S NAME	ALLOWABLE CLAIM (W/ RESPECT TO 50% LIMIT)	TOTAL ESTIMATED CLAIM	REMAINING ALLOWABLE CLAIM	% OF ALLOWABLE CLAIM
		_		

**BUDGET BALANCE FORWARDED 2016** 

Less: Accumulated Estimated Overtime/Holiday Pay

Prepared by:	Checked as to Availability of Funds:
Timekeeper/Supervisor	Department Manager



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

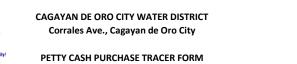
#### PETTY CASH PURCHASE TRACER FORM

#### PETTY CASH CONTROL NO.:

#### (TO BE FILLED UP BY RESPONSIBLE PERSONNEL)

	T	RANSACTIC	SIGNATURE OVER			
	DATE	TIME IN	TIME OUT	PRINTED NAME		
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



#### PETTY CASH CONTROL NO.:

#### (TO BE FILLED UP BY RESPONSIBLE PERSONNEL)

	T	SIGNATURE OVER			
	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					



## 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)

		RANSACTIO		SIGNATURE OVER
	DATE	TIME IN	TIME OUT	PRINTED NAME
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



## 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)

	Т	SIGNATURE OVER		
	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 FM-FIN-10 00 XX-XX-XXXX



### CAGAYAN DE ORO CITY WATER DISTRICT FINANCE DEPARTMENT

PROPERTY AND SUPPLIES MANAGEMENT DIVISION

KAUSWAGAN, CAGAYAN DE ORO CITY

**NOTICE OF DELIVERY** 



### CAGAYAN DE ORO CITY WATER DISTRICT FINANCE DEPARTMENT

PROPERTY AND SUPPLIES MANAGEMENT DIVISION KAUSWAGAN, CAGAYAN DE ORO CITY

#### **NOTICE OF DELIVERY**

DATE	:			NO. :		DATE	:			NO. :	U
FOR DIVISION DEPARTMENT	:					FOR DIVISION DEPARTM					
Please be info	rmed that the	following item/s have b	een delivered on			Please be	informed that th	e following item/s hav	re been delivered on		
Supplier Name PURPOSE	e : :					Supplier N PURPOSE					(
CSI No. :	_	DR No. :	PO No. : DATE :	PR No.	:	CSI No. DATE	:	DR No. : DATE :	PO No. : DATE :	PR No.	:
QUANTITY	UNIT		ITEM DESCRIPTION		AMOUNT	QUANT	ITY UNIT		ITEM DESCRIPTION		Amount
		+									
DELIVERY STA	TUS					DEL	IVERY STATUS		0		
<b>DELIVERY NOT</b>	TE:					DELIVERY	NOTE:		0		
FOR INFORMA	TION					YOU ARE	REQUESTED FOR	THE FOLLOWING ACTI	ON/S		
For End	l-User Inspection	on and Evaluation				Foi	r End-User Inspec	tion and Evaluation			
Others						Ot	hers				
Thank y	ou.					Tha	ank you.				
			R	eceived by :			Agaluna C. De	velos		Received by :	
Manager,	, Property & Suppli	es Mgt. Div.		Date :		Ma	nager, Property & Supp	plies Mgt. Div.		_	
										Date :	
Prepared by:	aff, Property & Sup	plies Mgt Div.	Date Prepared:		PAGE	Prepared by	y: Staff, Property &	Supplies Mgt Div.	Date Prepared:		PAGE
FM-FIN-11			00		XX-XX-XXXX	FM-FIN	l-11		00		XX-XX-XXXX



Corrales Avenue, Cagayan de Oro City

### **SUPPLIER PERFORMANCE EVALUATION**

PERIOD COVERED:					YEAR:	
		DETA	ILS			
Company Name:						
Company Address:						
Phone Number:				Fax Number :		
		EVALUA	TION			
CRITERIA		,	ACTUAL PER	RFORMANCE	SCOF	₹E
QUALITY (35%)						
1 QTY ACCEPTED X	35%			—— х 35%	I	
DELIVERY (35%)						
1 ON-TIME DELIVERIES  NO. OF DELIVERIES	I					
Rating for below criteria: 4 – Ve	ery Satisfactorily	3 – Satisf	actorily	2 – Fair   1 - Poo	r	
SERVICE (20%)						
Respond to queries and needs a issues in an appropriate and time			4	I		
COST (10%)						
Compliant to agreement based of and/or contract	on contract		[] 4	— х 10%		
Passing Score is 75%				TOTAL SCO	RE	
					□ PASSED □	FAILED
REMARKS / COMMENTS:						
Evaluated by:	Reviewed by:		Recomme	nding Approval:	Approved by:	
Supervisor, Property Supplies & Management Division	Division N	lanager		t General Manager for dmin & Finance	General Mana	ger
Date:	Date:		Date:		Date:	



Corrales Avenue, Cagayan de Oro City

### **ACCREDITED SUPPLIERS EVALUATION SCHEDULES**

Year: Prepared by:

4	SUPPLIER NAME	FREQUENCY	SCHEDULE									REMARKS				
#	" SOLI ELEKTIVAME TREGOERIO	FREQUENCY		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC	KLIVIAKKS
			PLAN								[]				[]	[]
	l J		ACTUAL	[]	[]											
			PLAN	[]	[]		[]	[]				[]			[]	[]
	[ ]		ACTUAL	[]	[]		[]	[]				[]				
		[]	PLAN		[]										[]	[]
	[ ]		ACTUAL		[]		[]	[]								[]
			PLAN		[]	[]	[]	[]	[]					[]	[]	[]
	[ ]		ACTUAL		[]											
	[]		PLAN		[]										[]	[]
	[ ]		ACTUAL		[]	[]	[]	[]	[]		[]			[]	[]	
			PLAN	[]	[]	[]	[]	[]	[]		[]	[]	[]	[]	[]	
	[ ]		ACTUAL		[]	[]	[]	[]	[]		[]			[]	[]	
			PLAN		[]	[]	[]	[]			[]		[]	[]	[]	
	[ ]	[ ]	ACTUAL	[]	[]	[]	[]	[]	[]		[]	[]	[]	[]	[]	[ ]
			PLAN	[]	[]	[]	[]	[]	[]		[]	[]	[]	[]	[]	
	[ ]		ACTUAL	[]	[]	[]	[]	[]	[]		[]	[]	[]	[]	[]	[ ]
	[1		PLAN		[]	[]	[]	[]			[]		[]	[]	[]	
	l J		ACTUAL		[]	[]	[]	[]	[]		[]		[]	[]	[]	[ ]
			PLAN		[]		[]	[]			[]				[]	
	l I	I I	ACTUAL		[]										[]	[ ]
			PLAN		[]		[]								[]	
		I I	ACTUAL				[]	[]							[]	[ ] 
			PLAN		[]		[]				[]				[]	
		ACTUAL														