



CARCAR WATER DISTRICT
San Vicente Ferrer St., Pob. I, Carcar, Cebu

DISBURSEMENT VOUCHER

MODE OF PAYMENT

MDS Check Commercial Check ADA Others

No: _____
Date: _____

Payee/Office _____

TIN/Employee No.: _____ OS/BUS NO. _____

Date: _____

Address _____

Title: _____ Responsibility Center Code: _____

Particulars

Amount

Amount Due: ₱ _____

A Certified:

Supporting documents complete and proper
 Cash available
 Subject to ADA (where applicable)

Signature: _____
 Printed Name: _____
 Position: _____
 (Head of Agency/Authorized Representative)
 Date: _____

B Approved For Payment

Signature: _____
 Printed Name: _____
 Position: _____
 (Head of Agency/Authorized Representative)
 Date: _____

C Received Payment:

Signature: _____ Date: _____
 Printed Name: _____

Check/ADA No.: _____
 Date: _____
 Bank Name: _____
 OR No./other relevant document Issued

D Journal Entry Voucher
 No.: _____
 Date: _____

FM-FIN-01

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08/20/16



CARCAR WATER DISTRICT
San Vicente Ferrer St., Pob. I, Carcar, Cebu

UNCONTROLLED COPY

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CARCAR WATER DISTRICT
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BUDGET UTILIZATION SLIP

Payee/Office: _____	Date: _____
Address: _____	Responsibility Center: _____

PARTICULARS	Account Code	AMOUNT
	Total	

A. Requested by:	B. Funds Available
Certified: Charges to budget necessary, lawful and under my direct supervision	Certified: Budget available and funds earmarked/ obligated for the purpose as indicated above
Signature : _____	Signature : _____
Printed Name : _____	Printed Name : _____
Position : _____	Position : _____
Date: : _____	Date: : _____

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CARCAR WATER DISTRICT
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Budget Appropriation Request
 1/1/20__

Account No. : 751-01
 Account Name : Office Supplies Expense (Admin)

Appropriated Last Year _____	Expended Last Year _____	Appropriated CY _____	Expended First __ Months	Anticipated Expenditures
JUSTIFICATION				Annual Budget

				-
Division Requesting	Prepared by:		Total Amount Requested	
EDDIES C. INOT (OIC) Division Manager - Admin	JOSEFA SN. MANUGAS Department Manager		-	
Trending up or down at the rate of	Recommended by:		Recommended Appropriation	
#DIV/0!	ENGR. EDWARD L. REMO General Manager		-	
APPROVED PER BOARD RESOLUTION NO. _____ ##	CHAIRMAN		APPROVED APPROPRIATION	
	DEMOCRITO C. BARCENAS			