



Role of the Accounting Office in the Procurement Process

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Accounting Office

Role of the Accounting Office in the Procurement Process

- Processing of PURCHASE ORDER
- Processing of Disbursement Voucher for Payment

Processing of Purchase Order

- Reminders

- ❖ Source of Fund
 - ❖ General Fund
 - ❖ Revolving Fund
 - ❖ Trust Fund – i.e. research funds
- ❖ Mode of Procurement
- ❖ Delivery Term
- ❖ Payment Term

Processing of Purchase Order

❖ Signatories –

- ❖ If PO is < P50,000 - Deans/Directors/Unit Head for alternative modes of procurement
- ❖ If PO is > P50,000 to P100,000 – SPMO Head
- ❖ If PO is >P100,000 to P500,000 – VCA for alternative modes of procurement
- ❖ If PO is > P500,000 to P1,000,000 – VCA for public bidding
- ❖ If PO > P1,000,000 to P50,000,000 - Chancellor

Processing of Payment

- Disbursement Voucher

Attachments:

- Purchase Order
 - Inspection and Acceptance Report
 - Requests for Quotations
 - Abstract of Quotations
 - Notice of Award
 - Notice to Proceed
 - Summary of Results of Bidding
 - Invoice
 - Request for Direct Contracting -
 - submission of Certificate of Exclusive Distributorship
 - Price List
 - Request for Negotiated Purchase
- Alternative Modes of Procurement
- Public Bidding
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Other Concerns

- Liquidated Damages - $\frac{1}{10}$ of 1% per day of delay
- Non – VAT Taxpayer
 - Percentage Tax 3%; w/Tax 1% - Goods
 - Percentage Tax 3%; w/Tax 2% - Services
- VAT Taxpayer
 - VAT – 5%; w/tax 1% - Goods
 - VAT – 5%; w/tax 2% - Goods - Services