

Republika ng Pilipinas
Hambansang Pangasiwaan ng Batubig
(NATIONAL IRRIGATION ADMINISTRATION)
(TANGGAPAN NG TAGAPANGASIWA)
Lungsod ng Quezon

MC# 17, s, 1972

MEMORANDUM CIRCULAR

TO : THE CORPORATE TREASURER, CORPORATE AUDITOR, CHIEF CORPORATE ACCOUNTANT, PROJECT MANAGER, PROJECT AUDITOR, PROJECT ACCOUNTANT, CASHIERS AND OTHERS CONCERNED

SUBJECT : Procedures on Deposits and Disbursements of UPRP Funds Maintain in the Bureau of Treasury and Philippine National Bank *on it perit*

In pursuance to the memorandum of the Secretary of Finance dated October 30, 1971, a Special Current Account had been established in the Bureau of Treasury to minimize the unnecessary cash draw-down from the Treasury as a result of withdrawal of the whole amount appropriated for payments of goods and services required for the project.

Hereunder are the procedures to be followed for deposits and disbursements from UPRP Special Account and Checking Account maintain in the National Treasury and PNB, respectively.

A. Deposits to UPRP Special Account -

Upon receipt of the approved Advice of Allotment from the Budget Commission, the NIA Treasurer shall draw a warrant corresponding to the amount appropriated in favor of the UPRP Project Manager for deposit to the UPRP Special Account in the Bureau of Treasury.

The Project Manager shall indorse the treasury warrant and prepare a remittance advice to be attached to the warrant for deposit to the Special Account of UPRP in the Treasury.

B. Disbursement procedures -

Disbursements may be made in the following manner:

1. Manner of Disbursements -

1. By Treasury Warrants - Withdrawals from Bureau of Treasury for the establishment of the UPRP checking account at PNB, settlement of inter-fund payables and payments to creditors involving big amounts.

2. By checks - Withdrawals from PNB checking account for giving cash advances to permanent special disbursing officers and other regular payments,

II. Disbursements by warrants - Disbursements by treasury warrants shall be made in accordance with the following procedure:

- a. Custody of blank warrants - The Project Accountant shall have custody of and accountability for blank treasury warrants. He shall instruct all his employees who are in actual custody of the warrants in the process of issue, posting, indexing or for other purposes to take all necessary steps and precautions in guarding against their loss.
- b. Preparation of warrant - On the basis of properly approved and pre-audited voucher, the Project Accountant shall cause the preparation of the warrant. Treasury warrant for P100,000.00 or more should be cleared with the Treasury before the warrants are countersigned by the Corporate Auditor.
- c. Signatories - The warrant shall be signed by the Project Manager and the Administrator and shall be countersigned by the Corporate Auditor.
- d. Specimen Signature - The Bureau of Treasury shall be notified in writing of the names of the officials authorized to sign and countersign warrants and shall be furnished with their specimen signature.

III. Disbursements by check - Disbursements may be made by checks drawn against the PNB UPRR checking account. The operation of the checking account shall be as follows:

- a. Establishment of working cash fund - The Project Manager shall determine the amount of working cash fund to be established with the PNB subject to approval by the Administrator and concurrence of the Corporate Auditor. The establishment of working cash fund and replenishment of the checking account shall be made by treasury warrants drawn in favor of the UPRR Project Manager followed by the phrase "For deposit to the credit of the National Irrigation Administration (UPPER PAMPANGA RIVER PROJECT)".
- b. Withdrawals from checking account - Withdrawals from the current account shall be made by checks. Checks shall be prepared based on disbursement vouchers which have been duly

approved, certified by the Project Accountant as to availability of funds and passed in audit.

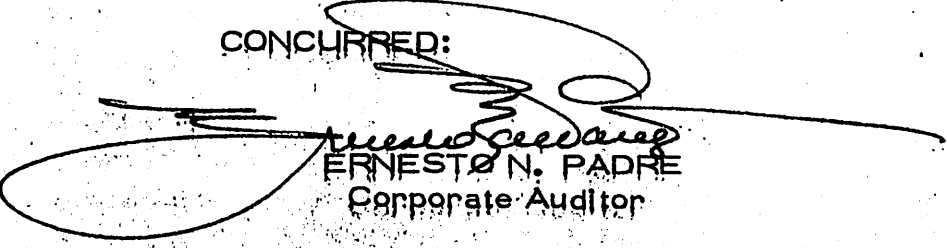
- c. Signatories - Checks drawn which is within the amount of authority given by the Administrator to the Project Manager to sign checks shall be signed and countersigned by the Project Manager and Project Auditor, respectively. However, checks in excess of amount authorized to the Project Manager shall be signed by the Project Manager and the Administrator. It shall be countersigned by the Corporate Auditor.
- d. Specimen signature - The PNB shall be notified in writing of the names of the officials authorized to sign and countersigned checks and shall be furnish with their specimen signature.
- e. Replenishment of Checking Account - Every Monday, except for the last week of June where replenishment shall be on the 30th, the current account shall be replenished. The replenishment shall be made by means of treasury warrants drawn against the UPRP Special Account with the Bureau of Treasury. The replenishments shall be in amounts equal to the total of the checks issued during the week so indicated in the Replenishment Sheet, prepared by the Accounting Section. As required by the existing regulations, after the replenishing treasury warrants are signed, the Replenishment Sheet shall be distributed as follows:

Original	-	Accounting file
Duplicate	-	To Planning Division, Bureau of Treasury
Triplicate	-	Disbursing Officer
Quadruplicate	-	Project Auditor

Strict compliance of the above procedures is hereby enjoined.


ALFREDO L. JUINIO
Administrator

CONCURRED:


ERNESTO N. PADRE
Corporate Auditor