



Manolo Fortich Water District

A. Ditona St., Tankulan, Manolo Fortich, Bukidnon

Email: mfwd_buk@yahoo.com

Hotline: 0917-718-1311

Frontline Services

Payment to Supplier

Is a service given to suppliers for purchase of goods and /or services necessary for MFWD operation.

Office or Division:	Administration and General Services Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government ; G2B- Government to Business			
Who May Avail:	Suppliers of Goods and Services			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Purchase Request (PR)		End User of Goods/Supplies		
2. Suppliers' Quotation (RFQ)		Supplier		
3. Abstract of Bids and Canvass		Procurement Unit/Purchasing Officer (PU-PO)		
4. Purchase Order		Procurement Unit/Purchasing Officer (PU-PO)		
5. Delivery Receipt		Supplier		
6. Charge Sales Invoice/Statement of Account		Supplier		
7. Inspection and Acceptance Report (Goods)		Property/Supply Officer		
8. Sales Invoice/Official Receipts		Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE

1. Supplier will furnish MFWD with Price Quotation of goods/services as requested, using the prescribed government form	1.Bids and Awards Committee (BAC) will qualify suppliers' price quotation	None	1 Hour	BAC
2. Supplier (if qualified) deliver goods/supplies together with Delivery Receipt	2. Property/Supply Officer will receive and inspect goods/supplies delivered and sign the "receive" portion in the delivery receipt	Depends on suppliers' quoted price in the RFQ	10 Mins	Property/Supplier Officer
3. Supplier will serve Charge Invoice (CI)/Statement of Account request payment of goods/service	3. Issued CI by the supplier will be placed in the payment queue for aging of accounts.			Accounting Staff
4. Issue Official Receipt/Collection upon Payment of MFWD to goods/services delivered.	4.Prepare DV with complete support documents for payment to supplier		3 days	Accounting Processor
5. Sign "Receive Payment" portion in the Disbursement Voucher (DV)	5.Approved DV will be issued checks pay to supplier by the cashier		1 day	Cashier
	6. Serve payment to supplier (or suppliers pick up payments for some)		1 day	Disbursing Officer
	7. Let supplier sign in the "receive payment" portion of the DV		10 Mins	Disbursing Officer
TOTAL		None	5 days; 1 hour & 20 mins	