



A. Accounting Section

1. Certification as to Availability of Funds

Certificate as to Availability of Funds (CAF) refers to the certification made by the proper accounting official of the agency concerned that funds have been duly appropriated/allotted for the purpose of entering into a contract involving expenditure of public funds and that the amount necessary to cover the proposed contract for the current fiscal year is available for expenditure on account thereof, as verified by the Auditor concerned, pursuant to Section 86 of PD 1445.

Office or Division:	Finance Division - Accounting Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G) Government to Business (G2B)			
Who may avail:	Internal and External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order (PO) 1. Accomplished Purchase Order 2. Approved WFP 3. Approved PR 4. Approved SupplementalPPMP/PPMP 5. Other supporting documents validated by the Accounting Section 6. AR/ATC or AC 7. Approved Memo		Requesting Office/Unit and External Client		
Notice of Award/Contracts(Bidding) 1. Signed Contract 2. ORS 3. Approved WFP 4. AR/ATC or AC		BAC Secretariat, Requesting Office/Unit and External Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documents	1.1 Receive the documents	None	5 minutes	Receiving Clerk/ADAS
	1.2 Review and evaluate requirements	None	3 hours	Accounting Officer In-charge
	1.3 Forward to Budget for the preparation of Obligation Request and Status (ORS)/ Budget Utilization Request and Status (BURS)	None	30 minutes	Budget Officer in-charge
	1.4 Receive request with certified ORS/BURS	None	10 minutes	Accounting Officer In-charge
	1.5 Certify request as to availability of funds	None	10 minutes	
	1.6 Forward request, ORS/ BURS and supporting documents to BAC	None	10 minutes	Receiving Clerk/ADAS
TOTAL:		None	4 hours, 5 minutes	