



5. Processing of Budget Utilization Request & Status (BURS)

The incurrence of budget utilization shall be made through the issuance of Budget Utilization Request and Status (BURS). The BURS shall be prepared by the Requesting/Originating Office supported by valid claim documents like DV, payroll, purchase/job order, itinerary of travel, etc.

Office or Division:	Finance Division - Budget Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G) and Government to Business (G2B)
Who may avail:	Internal and External Clients
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Purchase Order (PO) 1. BURS 2. Accomplished Purchase Order 3. Approved WFP 4. Approved PR 5. Approved Supplemental PPMP/PPMP 6. Other supporting documents validated by the accounting section 7. AR/ATC or AC 8. 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
Various Claims (TEV, Supplies, Trainings with ORS and DV) 1. BURS and Accomplished DV/Payroll 2. Approved WFP 3. Supporting documents such as: Billing, Statement of Account, etc. 4. AR/ATC or AC 5. Approved Memo Other supporting documents validated by the accounting section	Requesting Office/Unit and External Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Vouchers with complete supporting documents	1.1 Receive the pre-audited documents from the Accounting Section	None	5 minutes per BURS	Receiving Clerk/ADAS
	1.2 Check as to availability of budget	None	10 minutes per BURS	Budget Officer In-charge
	1.3 Prepare Budget Utilization Requests and Status (BURS)	None	10 minutes per BURS	Budget Officer In-charge
	1.4 Record and assign serial number to BURS	None	10 minutes per BURS	Budget Officer In-charge
	1.5 Forward to the CAO and certify charges to appropriation/allotment are necessary/lawful under his direct supervision and supporting documents valid, proper, and legal.	None	5 minutes per BURS	Chief Administrative Officer for Finance Division
	1.6 Receives BURS from CAO and certifies as to allotment available and obligate for the purpose/adjustment necessary as indicated	None	5 minutes per BURS	Budget Officer In-charge
	1.7 Retain original copies of BURS for recording in RBUD	None	10 minutes per BURS	Budget Officer In-charge
	1.8 Encode signed BURSto RBUD	None	10 minutes per BURS	Budget Officer In-charge
	1.9 Forward to Accounting Section	None	5 minutes	Releasing Clerk/ADAS
TOTAL:		None	1 hour, 5 minutes	