



3. Preparation of Requisition and Issue Voucher, Invoice and Receipt for the Issuance of Accountable Forms

This involves the issuance of the accountable forms and certificate of tax clearance to the Municipal Treasurer's Office, National Government Agencies and collectors of Office of the Provincial Treasurer.

Office or Division:	Office of the Provincial Treasurer/ Field Operations Division
Classification:	Simple
Type of Transaction:	Government to Government
Who may avail:	Office of the Provincial Treasurer/ Municipal Treasurer's Office / National Government Agencies

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issue Voucher (4 original) Invoice and Receipt of Accountable Forms (4 original)		Office of the Provincial Treasurer (OPT) Office of the Provincial Treasurer (OPT)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Municipal Treasurer's Office (MTO) / National Government Agencies (NGA) - sends the accomplished Requisition and Issue Voucher (RIV) and Invoice and Receipt of Accountable Forms (IRAF) in excel file through email. 1.2 Office of the Provincial Treasurer (OPT) collectors - requests accountable forms	1.1 MTO or NGA -Processes and sends back the RIV and IRAF. 1.2 OPT collectors -Processes the RIV for signature by the Provincial Treasurer and IRAF.	None	15 minutes	<i>Local Treasury Operations Officer III</i> Field Operations Division
2. None	2. Signs the RIV for OPT collectors.	None	5 minutes	<i>Provincial Treasurer</i>
3. Signs the logbook of accountable forms	3. Issues the requested accountable forms.	None	10 minutes	<i>Administrative Aide II</i> Field Operations Division
TOTAL:		None	30 minutes	