

VICTORIAS CITY WATER DISTRICT

Victorias City, Negros Occidental

BUDGET APPROPRIATION REQUEST FOR BUDGET YEAR _____

Account No. : _____

Account Name: _____

Appropriated Last Year	Expended Last Year	Appropriated Current Y e a r	Expended First Nine Months	Anticipated E Current

JUSTIFICATION:

Division Requesting:	Prepared by: _____	Total Amount of Request:
Trending up or down at rate:	Recommended by: _____	Recommended Appropriation:
By Board Action:	Chairman:	Approved Appropriation:

DISBURSEMENT VOUCHER
VICTORIAS CITY WATER DISTRICT

No.:

Date:

MODE OF PAYMENT

Commercial Check

Others

Name of Claimant:

Employee No.:

TIN:

Address:

Responsibility Center Code:

Particulars

Amount

Amount Due

A Certified: Expenses/Advances necessary, lawful and incurred under my direct supervision

Signature: _____
 Printed Name: _____
 Position: _____
 Date: _____

B Certified: Supporting documents complete and proper, and
 Cash available

Signature: _____
 Printed Name: _____
 Position: _____
 Date: _____

C Approved For Payment

Amount

Head of Agency/Authorized Representative

JEV No.: _____

Date: _____

D Received Payment: ₱ _____

Check No. : _____ Date: _____

Bank Name:

OR No. : _____ Date: _____

Signature Over Printed Name/Date