

10. Issuance of Official Receipt for Sale of Accountable Forms

Any government institution/offices must pay fees/charges upon purchase of accountable forms in the Province of Davao del Norte for government use.

Office or Division:	PROVINCIAL TREASURER'S OFFICE			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Government clients only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisitioning Issue Slip (RIS) duly signed and approved by the Local Chief Executive (Barangay Captain/Municipal/City Mayor in 5 original copies)		Requisitioning Office concerned		
2. Fidelity Bond transmittal for newly appointed accountable forms custodian (1 photocopy)		Bureau of Treasury – Tagum City		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents to the PTO- Revenue Division the following documents:	1. Receives/ reviews/examines the documents presented.	Accountable Forms 51- ₱ 190/stub	1 minute	<i>Senior Admin. Asst. II or Designated Supply Officer</i>
i. Requisitioning Issue Slip (RIS) duly signed and approved by the Local Chief Executive (Barangay Captain/Municipal/City Mayor in 5 copies)	1.1 Forward the necessary documents to the local revenue collector	Accountable Forms 56- ₱300/stub Community Tax Certificate Individual – ₱115/stub Community Tax Corporation- ₱155/stub	1 minute	<i>Local Revenue Collection Officer Provincial Treasurer's Office</i>
ii. Fidelity Bond transmittal for newly appointed accountable forms custodian (1 photocopy)	1.2 Computes tax due	Cash tickets ₱ 175/stub (₱1,2,5)	1 minute	<i>Local Revenue Collection Officer Provincial Treasurer's Office</i>
	1.3 Advises client to pay	(price varies depends on the costing of NPO and BIR)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays to Local Revenue Collector	2. Receives payment, checks the Official Receipt issued		1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
	2.1 Forward the original receipts and documents presented to the Sr. Admin. Asst II (Designated Supply Officer)		1 minute	<i>Local Revenue Collection Officer</i> Provincial Treasurer's Office
3. Receives original copy of Official Receipt and documents presented	3.1 Releases the original copy of Official Receipt and documents presented		1 minute	Sr. Admin. Asst II (Designated Supply Officer)
	3.2 Prepares the accountable forms		20 minutes (time consumed depends on the volume of accountable forms purchased and packed)	Sr. Admin. Asst II (Designated Supply Officer)
4. Receives the accountable forms based on the approved RIS	Releases the accountable forms		1 minute	<i>Sr. Admin. Asst II (Designated Supply Officer)</i>
TOTAL:			28 minutes	