RE-ORDER OF MDS CHECKS

CLIENT/NGA

BTR DISTRICT/PROVINCIAL OFFICE

Step 1

CLIENT
Prepares and submits:

1) Request for MDS Check Re-Order (Form 1)
2) Report of Accountability for Accountable Forms (RAAFs) for MDS
3) Monthly Estimates for the number of transaction/Accounts Payable that cannot be paid through ADA (Form 2)

Step 2

(BTr employee in-charge)

TROO receives and evaluates the completeness of documents (2 mins)

Are requirements complete?

NO → Informs Client of insufficiency of documents and provides checklist of requirements

YES ↓

Step 3

(BTr employee in-charge)

TROO assesses the NGAs inventory of MDS checks (2 mins)

Step 4

(BTr employee in-charge)

TROO evaluates request to determine the number of check booklets for re-order (8 mins)

Step 5

(BTr employee in-charge)

TROO prepares clearance (Form 3) and forwards the same to CTOO (5 mins)

Step 6

(BTr employee in-charge)

(BTr employee in-charge)

NCR:
- CTOO reviews clearance and recommends approval to RD (5 mins)
- RD approves clearance and returns to concerned DO (3 mins)

(BTr employee in-charge)

Other Regional Offices:
- CTOO approves clearance and returns to TROO (3 mins)

Step 8

Receives Clearance (Form 3)

Step 7

(BTr employee in-charge)

TROO receives, records and releases the approved clearance to Client (3 mins)

Clearance

NGA – National Government Agency
TROO – Treasury Operations Officer or duly authorized personnel (District/Provincial Office)
CTOO – Chief Treasury Operations Officer I/II/OIC/ICO (District/Provincial Office)
RD – Regional Director

Total Processing Time: 28 minutes