



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS,
MANILA

June 26, 2007

CUSTOMS MEMORANDUM ORDER

NO. 21-2007

To: All Deputy Commissioners
Service Directors
District/Port Collectors
Division Chiefs
And all concerned Officials and Employees

Subject: Procedural Guidelines in the Requisition, Issuance, Reporting, and Monitoring of BOC Accountable Forms

I. Objectives:

1. To comply with the COA Audit Observation Memorandum Nos. AFI-2006-001 OCOM, AFI-2006-002 OCOM, and RAF 2007-001 (2006) OCOM;
2. To properly monitor the usage of Accountable Forms Inventory;
3. To ensure accurate reporting of income generated from the sale of Accountable Forms with money value;
4. To establish the actual amount of Accountable Forms Inventory in the Regular Agency Book;
5. To strictly conform with the Matching Principle of recognizing revenues and costs;
6. To ensure that Accountable Forms Inventory is physically secured and completely and accurately recorded, and;
7. To strengthen internal control system over requisition, issuance, reporting, and monitoring of Accountable Forms Inventory.

II. Definition of Terms:

1. Accountability – is defined as “a person’s obligations to carry out its responsibilities and be answerable for decisions and activities.”
2. Accountable Forms Inventory – is used to record the cost or appropriate value of accountable forms acquired/requisitioned for use in the course of government operations and/or sale.
3. Accountable Officer – is any officer or employee of the government who by reason of his office or duty is required or is permitted to have custody of public funds or property.
4. Cash Receipt Journal – is used to record cash receipts/collections which are required to be recorded in the Regular Agency (RA) books.

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5. Journal Entry Voucher (JEV) - is used for all transactions of the government, whether cash receipts, cash/check disbursements or non cash transactions prepared based on transaction documents presented.
6. National Government (NG) Book - is used to record income/collections which the agency cannot use and are required to be remitted to the National Treasury.
7. Regular Agency (RA) Book - is used to record the regular transactions of the agency like the receipt and utilization of Notice of Cash Allocation (NCA) and collections of income and other receipts, which the agency can use.
8. Report of Accountability for Accountable Forms (RAAF) - shall be prepared by the Accountable Officer to report on the movement and status of accountable forms in his possession. The accountable forms include those with or without money value.
9. Report of Collections and Deposits (RCD) - shall be prepared by the Cashiers/Collecting Officers to report all collections received and deposits made. The report lists all the Official Receipts (Ors) issued in numerical sequence, including the cancelled ones.
10. Report on the Physical Count of Inventories (RPCI) - shall be used to report the physical count of supplies by type of inventory as of given date. It shows the balance of inventory items per cards and per count and shortage/overage, if any.
11. Requisition and Issue Slip (RIS) - shall be used to request supplies and materials that are carried on stock.
12. Stock Card - shall be used to record all receipts and issuances of supplies. It shall be maintained by the Supply and Property Unit for each item in stock. This form serves as a guide in preparing the estimates of the quantity and description of articles needed and in guarding against overstocking of supplies and materials. It also facilitates physical inventory taking.
13. Subsidiary Ledger (SL) - is a book of final entry containing the details or breakdown of the balance of the controlling account appearing in the General Ledger (GL). Postings to the SL generally come from the source documents.

III. Administrative Provisions:

1. For proper monitoring of the movement of Accountable Forms, there shall be designated only one Requisitioning Officer of Accountable Forms for each port/subport.
2. However, there shall be as many as required Accountable-Officers who will be responsible for the issuance of accountable forms to authorized clients.
3. Both officers so designated shall be properly bonded in accordance with existing rules and regulations.

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4. In the case, however, when there is only one Accountable Officer for a subport, he/she shall likewise act as the Subport Requisitioning Officer.
5. There shall be proper turn-over of accountabilities in case of transfer of office of the designated Requisitioning Officers/Accountable Officers properly monitored by the Deputy Collector for Administration/Port Collector of Customs.
6. For proper accountability, all documents/forms/reports used in the requisition, issuance, monitoring and reporting of Accountable Forms usage shall be approved/noted by the Deputy Collector for Administration in the case of principal ports and the Port Collector in the case of subports.
7. The policy of "No RAAF, no Requisition" shall be strictly enforced at all levels.

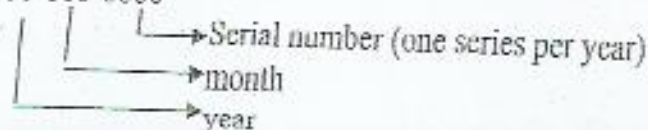
IV. Operational Provisions

A. Requisition of Accountable Forms:

A.1. By the Requisitioning Officer of Ports/Subport from the General Services Division (GSD), OCOM:

1. The Requisitioning Officer shall prepare the following documents in four (4) copies:
 - a. Requisition and Issue Slip (RIS) duly approved by the Deputy Collector for Administration/Port Collector.
 - b. Report of Accountability for Accountable Forms (RAAF) duly signed by the Requisitioning Officer and noted by the Deputy Collector for Administration/Port Collector.
2. Upon receipt of the RIS and RAAF, the Supply Officer, GSD-OCOM assign RIS control number in the following manner:

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3. The Supply Officer, GSD-OCOM shall then issue the requested Accountable Forms and prepare Invoice and Receipt for Accountable Forms (IRAF).

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A.2. By the Accountable Officer from the Requisitioning Officer:

1. The Accountable Officer shall prepare and submit RIS and updated RAAF in two (2) copies to the Port Requisitioning Officer.
2. The Requisitioning Officer shall issue the accountable forms after validation of the RIS and RAAF.

B. Issuance of Accountable Forms:

B.1. From Supply Officer, GSD-OCOM to the Requisitioning Officer of the Port/Sub-Port:

1. Accountable Forms shall be issued on a replacement basis.
2. Issuance of accountable forms to Requisitioning Officer of the Port/Sub-Port shall be made in a sufficient quantity to meet the short term (one-month) requirements to avoid over issuance and obsolescence.
3. The Supply Officer, GSD-OCOM shall maintain, update, and regularly review Stock Card for each type of accountable form.
4. Issuance of accountable forms from the bulk stocks are to be recorded immediately in the Stock Card.

B.2. From the Requisitioning Officer of the Port/Sub-Port to the Accountable Officer/s of Port/Sub-Port:

1. Accountable Forms shall be issued on a replacement basis.
2. Issuance of accountable forms to Accountable Officers of Port/Sub-Port shall be made in a sufficient quantity to meet the short term (one-week) requirements to avoid over issuance and obsolescence.
3. The Requisitioning Officer, Port/Sub-Port shall maintain, update, and regularly review Stock Card for each type of accountable form.
4. Issuance of accountable forms from the bulk stocks are to be recorded immediately in the Stock Card.

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B.3. From Accountable Officers of Port/Sub-Port to the end-users:

1. Accountable Officers shall issue separate pads/series of official receipt for different nature of collections for proper monitoring.
2. He shall issue corresponding official receipt for sale of accountable forms with money value.

C. Submission of Reports:

The following are the reports to be submitted regularly:

1. The Monthly Report of Collections and Deposits (RCD) shall be prepared by the Accountable Officers (Cashiers/Collecting Officers) to report all collections received and deposits made to be submitted to Accounting Division on or before the 5th day of the following month. Attached to it are copies of Official Receipts issued.
2. The RCD shall be the basis in preparing Journal Entry Voucher (JEV) for recording in the Cash Receipt Journal to be prepared by the Accounting Personnel.
3. The Cash Receipts Record (CRR) shall be used by the Accountable Officer to record his/her collections and deposits which shall be prepared and submitted to Accounting Division on or before the 5th day of the following month.
4. The Accountable Officer/s and Requisitioning Officer/s shall submit Monthly Report of Accountability for Accountable Forms (RAAF), which details the movement of forms received, issued, and their balances, from whom the forms were received.
5. The Supply Officer GSD-OCOM shall submit Monthly Report of Issuance of Accountable and Controlled Forms, which include the name of recipient of forms, type of accountable forms issued, and the series of accountable forms issued, to the Accounting Division, FMO. Attached to it are the copy of RAAF's submitted by the Requisitioning and Accountable Officers.
6. The Accounting Division, FMO shall furnish the Revenue Accounting Division (RAD) monthly copy of JEV of forms sold.
7. The RAD shall report the income (with mark-up) generated from the sale of accountable forms with money value.



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D. Monitoring:

1. The Supply Officer, GSD-OCOM shall regularly review all RIS and RAAF submitted by Port/Sub-Ports as to approval and stock level requirements, before procurement and issuance of accountable forms is made.
2. The Accounting Division, FMO shall analyze, maintain, and update Subsidiary Ledger for Accountable Forms.
3. Actual inventory levels at each Port/Sub-Port shall be monitored by the Supply Officer, GSD-OCOM to prevent over issuance of accountable forms.
4. There shall be a monthly physical inventory count of accountable forms to be done by the Requisitioning Officer, Accountable Officers, Supply Officer GSD-OCOM, assisted and witnessed by Accounting Personnel and/or representative of the Commission on Audit.
5. The RAAF should be reviewed and reconciled with the inventory of accountable forms on a regular basis.
6. The Deputy Collector for Administration/Chief, GSD shall ensure that all variances in the inventory will be reported for proper investigation.
7. The Requisitioning Officers/Accountable Officers shall return all obsolete or expired forms to the Requisitioning Officer/Supply Officer from whom the forms were received.
8. The Supply Officer, GSD-OCOM should properly dispose returned obsolete/unused accountable forms immediately to eliminate accountability for the said forms and the appropriate disposal reported to Accounting Division, FMO.

V. EFFECTIVITY

This order shall take effect immediately.

NAPOLEON J. MORALES
Commissioner.



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Approved: _____
Supervisor: _____