

BUDGET IMPLEMENTATION DIAGNOSTIC SHEET 1 (BIDS 1)

STEP	DESCRIPTION OF PROCESS	AUTHORIZING OFFICIAL/AGENCY	PAPERWORK REQUIRED/GENERATED
I	Transfer of funding from Revenue Fund to Ministry, Department, or Agency (MDA)	Treasury or Finance Ministry; Comptroller	Appropriation Act, Issuance of Warrants; Comptroller Authorization, In-year Report, Annual Report; Virement Authorization Letter, Supplementary Budget Report, SAI report
II	Initiation of Spending by MDA, Payments Made & Transaction Recorded	Chief Accounting Officer at MDA	Appropriation Act, Contracts, Payrolls; Vendor's Invoice; Bills Payable Disbursement Voucher; Check; In-year report, Annual Report, Virement Authorization Letter, Supplementary Budget Report; SAI Report
III	Procurement process		
a	Pre-bidding	Procurement Board/Division	Purchase Request, SAI report
b	Bidding	Procurement Board	SAI Report
	- Issuance of Tender	Procurement Board	Tender Advertisement; SAI Report
	- Receipt of Bids	Procurement Board	Quotes from Vendors; SAI Report
	- Bids Award	Procurement Board	Abstract of Bids; Bids Award Resolution, SAI Report
	- Issuance of Contract	Procurement Board	Contract Agreement, SAI Report
c	Goods/Services Ordered	Procurement Board	Purchase Order, SAI Report
d	Goods/Services Received	Quality Control Inspector; Warehouse Manager	Inspection and Quality Control reports; Warehouse Report on Stock Inventory; SAI Report
V	Goods/Services Provided	Vendor	Contract Agreement