

## BUDGET IMPLEMENTATION DIAGNOSTIC SHEET 1 (BIDS 1)

STEP	DESCRIPTION OF PROCESS	AUTHORIZING OFFICIAL/AGENCY	PAPERWORK REQUIRED/GENERATED
<b>I</b>	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
<b>II</b>	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
<b>III</b>	Procurement process		
<b>a</b>	Pre-bidding	Procurement Board/Division	Purchase Request, SAI report
<b>b</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
<b>c</b>	Goods/Services Ordered	Procurement Board	Purchase Order, SAI Report
<b>d</b>	Goods/Services Received	Quality Control Inspector; Warehouse Manager	Inspection and Quality Control reports; Warehouse Report on Stock Inventory; SAI Report
<b>V</b>	Goods/Services Provided	Vendor	Contract Agreement