



External Document Masterlist

Page No.:

Page 1 of 4

PHILIPPINE SPORTS COMMISSION

Revision No.:

0

(PSC)-SOP/QP-01 F04

Effectivity:

January 13, 2017

Document Type	From	Reception		Distribution	
		Received by	Signature / date	Recipient / Addressee	Signature / date
WADA Form	WADA	ADMINISTRATION FOR MEDICAL EXAMINATION UNIT		ADMINISTRATION FOR MEDICAL EXAMINATION UNIT	
Budget Utilization Request (BUR)/Obligation Request and Status (ORS)	COA	Budget Division		Budget Division	
Budget Call Forms	DBM	Budget Division		Budget Division	
House of Representatives Forms (Budget Proposal)	House of Representatives	Budget Division		Budget Division	
Senate Forms (Budget Proposal)	Senate	Budget Division		Budget Division	
BFARs Forms	DBM	Budget Division		Budget Division	
BEDs Forms	DBM	Budget Division		Budget Division/Programs Research and Development Division	
Requisition and Issue Slip	COA	Property Office		Property Office	
Purchase Request	COA	Property Office		Property Office	
Inspection and Acceptance Report	COA	Property Office		Property Office	
Property Acknowledgement Report	COA	Property Office		Property Office	
Inventory Custodian Slip	COA	Property Office		Property Office	
Credit Memo	COA	Property Office		Property Office	
Stock Card	COA	Property Office		Property Office	
Property Card	COA	Property Office		Property Office	
Report of Supplies and Materials Issued	COA	Property Office		Property Office	
Report on the Physical Count of Inventories	COA	Property Office		Property Office	



External Document Masterlist

Page No.:

Page 2 of 4

PHILIPPINE SPORTS COMMISSION

Revision No.:

0

(PSC)-SOP/QP-01 F04

Effectivity:

January 13, 2017

Report on the Physical Count on Property, Plant and Equipment	COA	Property Office		Property Office	
Inventory and Inspection Report of Unserviceable Equipment	COA	Property Office		Property Office	
Waste Materials Report	COA	Property Office		Property Office	
Property Transfer Report	COA	Property Office		Property Office	
Report of Lost, Stolen, Damaged, or Destroyed Property	COA	Property Office		Property Office	
GAA	DBM	Budget Division		Budget Division	
SARO	DBM	Budget Division		Budget Division	
NCA	DBM	Budget Division		Budget Division	
General Journal	COA	Accounting Office		Accounting Office	
Cash Receipts Journal	COA	Accounting Office		Accounting Office	
Cash Disbursement Journal	COA	Accounting Office		Accounting Office	
Check Disbursement Journal	COA	Accounting Office		Accounting Office	
General Ledger	COA	Accounting Office		Accounting Office	
Subsidiary Ledger	COA	Accounting Office		Accounting Office	
Statement of Approved Budget, Utilizations, Disbursements & Balances - FAR 2	DBM	Accounting Office		Accounting Office	
Summary of Approved Budget, Utilizations, Disbursements & Balances by Object of Expenditures - FAR 2-A	DBM	Accounting Office		Accounting Office	
Aging of Due and Demandable Obligations	COA	Accounting Office		Accounting Office	
Monthly Report of Disbursements	COA	Accounting Office		Accounting Office	
Quarterly Report of Revenue & Other Receipts- FAR 5	DBM	Accounting Office		Accounting Office	



External Document Masterlist

Page No.:

Page 3 of 4

PHILIPPINE SPORTS COMMISSION

Revision No.:


0

(PSC)-SOP/QP-01 F04

Effectivity:

January 13, 2017

Order of Payment	COA	Accounting Office		Accounting Office	
Disbursement Voucher	COA	Accounting Office		Accounting Office	
Journal Entry Voucher	COA	Accounting Office		Accounting Office	
Liquidation Reports	COA	Accounting Office		Accounting Office	
Advice to Debit Account Disbursement Journal	COA	Accounting Office		Accounting Office	
Schedule of Accounts Payable	COA	Accounting Office		Accounting Office	
Schedule of Accounts Receivable	COA	Accounting Office		Accounting Office	
Supplies Ledger Card	COA	Accounting Office		Accounting Office	
Property, Plant & Equipment Ledger Cards	COA	Accounting Office		Accounting Office	
Bank Reconciliation Statements-MDS	COA	Accounting Office		Accounting Office	
Bank Reconciliation Statement-AGDB	COA	Accounting Office		Accounting Office	
BIR Form 2306	BIR	Accounting Office		Accounting Office	
BIR Form 2307	BIR	Accounting Office		Accounting Office	
List of Accountable Officers	BTr	Accounting Office		Accounting Office	
Report of Cash Disbursement	COA	Cashier Office		Cashier Office	
Report of Checks Issued	COA	Cashier Office		Cashier Office	
Petty Cash Form	COA	Cashier Office		Cashier Office	
LDDAP-ADA	COA	Cashier Office		Cashier Office	
CHECK ADVISE GSB	COA	Cashier Office		Cashier Office	
ORDER OF PAYMENT	COA	Accounting Office		Cashier Office	

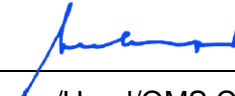
	External Document Masterlist	Page No.:	Page 4 of 4
	PHILIPPINE SPORTS COMMISSION	Revision No.:	0
	(PSC)-SOP/QP-01 F04	Effectivity:	January 13, 2017

Prepared by:



Document Controller / Date

Noted by:



QMS Leader/Head/QMS Core Team/Date