

HOUSING AND LAND USE REGULATORY BOARD

Kalayaan Ave., Cor. Mayaman St., Diliman, Quezon City

No.

Date:

Fund:

Payee

Office

Address

Responsibility Center

Particulars

MFO/PAP

UACS Code

Amount

1

A.	Certified:
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Charges to budget necessary, lawful and under my direct supervision and supporting documents valid, proper and legal.

B.	Certified:
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Budget available and utilized for the purpose/ adjustment necessary as indicated above

Signature

Printed Name

Position

Date _____

Signature

Printed Name

Position

Date _____

C.

STATUS OF OBLIGATION

Reference

Amount

Date _____

Particulars

BURS/JEV/RCI, etc.

Utilization

Payment

Not Yet Due

Due and Demandable

Totals

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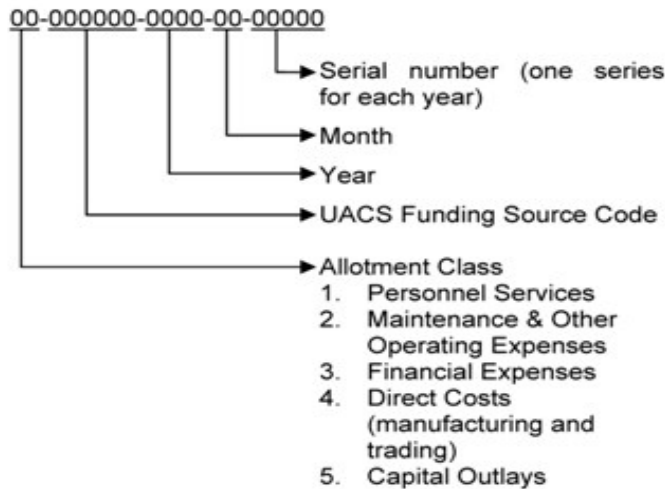
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BUDGET UTILIZATION REQUEST AND STATUS (BURS)

INSTRUCTIONS

A. The form shall be accomplished as follows:

1. **Serial No.** - Number assigned to the BURS by the Budget Section/Unit, as follows:



2. **Date** - Date of Receipt
3. **Fund** - the fund code in which the obligation is to be charged

NOTE: Item 1-3 shall be accomplished by the Budget Unit upon receipt of contracts, purchase orders, claim vouchers and other supporting documents

4. **Agency** - name of the entity
5. **Payee** - Name of payee or creditor
6. **Office/Address** - Name of the office/address of payee/creditor
7. **Responsibility Center** - Code of the cost center where expenses shall be charged
8. **Particulars** - Brief description of the obligation requested code for
9. **MFO/PAP** - Major Final Output or Program/Activity/Project as shown in the Approved Budget
10. **Account Code** - the appropriate account code according to the Revised Chart of Accounts in which the object of obligation shall be charged
11. **Amount** - Amount of utilization

B. The three sections of the BURS shall be accomplished as follows:

Box A - Certification by the Head of Requesting Office/Authorized Representative that charges to the responsibility center are

proper, necessary, and under his direct supervision.

Box B - Certification by the Head of Budget Unit/Authorized Representative that budget is available for utilization.

Box C - Status of Utilization. It shall serve as the subsidiary record for budget utilizations to be maintained by the Budget Unit.

Budget utilizations shall be posted in the *Utilization Column* and *Not Yet Due and Demandable Column* based on BURS issued. A Notice of Budget Utilization Request and Status Adjustment (NBURSA) shall be issued to the Budget Unit by the Accounting Unit for any correction made in the BURS, as the basis of the Budget Unit in effecting adjustment in the RBUD.

Based on Journal Entry Voucher (JEV) drawn, services rendered/goods delivered per Inspection and Acceptance Report (IAR) shall be posted as addition to *Due and Demandable Column* and a reduction to *Not Yet Due and Demandable Column*. Amount of expenses paid shall be posted in the *Payment Column* based on JEV drawn and a reduction on *Due and Demandable column*. The money columns shall be footed, balances and ruled upon full payment/settlement

After every transaction, pencil footing shall be made to determine available balance. At the end of the month, each column shall be footed to arrive at the balances. When the utilization is fully liquidated, any excess balance shall be adjusted or negated both in the *Utilization column* and *Not Yet Due and Demandable column*.

- C. BURS which have been fully liquidated or with zero balances shall be filed separately from those with balances.
- D. New BURS shall be prepared/ issued for additional utilization.
- E. This form shall be prepared in three copies to be distributed as follows:

Original - Budget Unit (as subsidiary record)
Duplicate Copy to be attached to the DV
Triplicate Copy - Accounting Unit

NOTE: Items A.4 to A.11 shall be accomplished by the Head of Requesting Office / Authorized Representative upon submission of claim based on the Approved Budget received from the Budget Unit.