

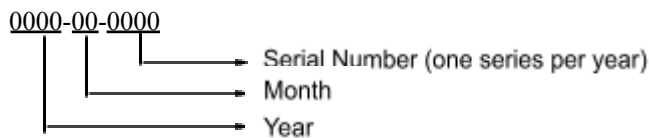
REPORT OF CHECKS ISSUED (RCI)

INSTRUCTIONS

A. This report shall be used by the Disbursing Officer to report daily or as often as necessary his/her disbursements made through checks. It shall include cancelled checks and be maintained by fund cluster. One (1) report shall be prepared for each bank account which shall be the basis for the preparation of JEV.

B. The report shall be accomplished as follows:

1. **Period Covered** – period covered by the report
2. **Entity Name** – name of the agency/entity
3. **Report No.** – number assigned by the Cash/Treasury Unit on the report. It shall be numbered as follows:



4. **Fund Cluster** – the fund cluster name/code in accordance with the UACS in which issuance of checks is charged
5. **Sheet No.** – sheet number of the report
6. **Bank Name/Account No.** – name of the bank and the account number where the check is drawn
7. **Check Date** – date of the check issued
8. **Check Serial No.** – serial number of the check issued whether released or unreleased including the cancelled ones
9. **DV/Payroll No.** – number of the reference DV/Payroll
10. **ORS/BURS No.** – Obligation Request Status/Budget Utilization Request Status Number
11. **Responsibility Center Code** – code assigned to each cost/responsibility center
12. **Payee** – name of the payee/claimant
13. **UACS Object Code** – the object code in accordance the UACS
14. **Nature of Payment** – brief description of the disbursement
15. **Amount** – amount of the check issued whether released or unreleased

C. The RCI shall be certified by the Disbursing Officer/Cashier on the last sheet of the report after the totals as follows:

“CERTIFICATION

I hereby certify on my official oath that this Report of Checks Issued in _____ sheet(s) is a full, true and correct statement of all checks issued by me during the period stated above for which Check Nos. _____ to _____ inclusive, were actually issued by me in payment for obligations shown in the attached disbursement vouchers/payroll.

Name and Signature of Disbursing
Officer/Cashier

Official Designation

Date”

D. The report shall be prepared in four (4) copies daily or as often as necessary to be distributed as follows:

- | | |
|-----------------|--|
| <i>Original</i> | – COA Auditor, through the Accounting Division/Unit, together with the original copy of the paid DVs/payroll, copy of the check and supporting documents |
| <i>Copy 2</i> | – Accounting Division/Unit |
| <i>Copy 3</i> | – Budget Division/Unit |
| <i>Copy 4</i> | – Cash/Treasury Unit |