NOTICE OF OBLIGATION REQUEST AND STATUS ADJUSTMENT (NORSA)

INSTRUCTIONS

A. This form shall be used by the Accounting Division/Unit to adjust excess/under obligation. The Accounting Staff-in-Charge shall put a check mark in every respective item where the adjustments are attributable to.

B. This form shall be accomplished as follows:

1. **Entity Name –** the name of the agency/entity
2. **Serial No. –** the number assigned by the Accounting Division/Unit to the NORSA
3. **Date** – date of the receipt
4. **Fund Cluster** – the fund cluster name/code in accordance with the UACS in which the budget obligated is to be charged
5. **ORS No**. – the ORS number that needs to be adjusted
6. **Dated** – the date of the ORS that is to be adjusted
7. **Responsibility Center to** – the new/adjusted responsibility center of the ORS
8. **Particulars to** – the change in the nature of the expenditures indicated in the ORS to be adjusted
9. **MFO/PAP to** – the new/adjusted MFO/PAP account code based on the UACS
10. **Account Code to** – the object code attributable to the change in the particulars in the ORS to be adjusted
11. **Amount to P** – the amount of the adjustment of the expenditure
12. **JEV No**. – the number of the JEV of the expenditure based on the obligation incurred
13. **Dated** – date of the JEV

C. It shall be approved by the Chief Accountant/Head of Accounting Division/Unit.

D. The Head of the Requesting Office or his/her Authorized Representative shall certify that the adjustment is necessary to correct the charges in the ORS in the section C of the NORSA.

E. The Head of Budget Division/Unit or his/her Authorized Representative shall affix his/her signature over printed name to conform to the adjustment made.

F. This form shall be prepared in three (3) copies to be distributed as follows:

Original – Budget Division/Unit
Copy 2 – COA Auditor, through the Accounting Division/ Unit, to be attached to the DV
Copy 3 – Accounting Division/Unit