



16-07-4887 *Flora*

MEMORANDUM CIRCULAR

No. 19
17 August 2016

TO : ALL P.G. DEPARTMENT HEADS
This Province

ATTENTION : ALL DESIGNATED DRIVERS

SUBJECT : INTERNAL CONTROLS, RE: ISSUANCE OF TRIP TICKETS & PURCHASE ORDERS FOR FUEL, OIL, & LUBRICANTS

To improve procedure in the requisition, issuance, and consumption of fuel, oil, and lubricants, the following internal controls relative to the issuance of Trip Tickets and Purchase Orders have to be implemented effective immediately, to wit:

Trip Tickets and Purchase Orders should be completely filled out and must conform to the following standards, to wit:

1. *Trip tickets should be pre-numbered to ensure completeness;*
2. *Trip tickets should be signed by the assigned driver/operator, the authorized approving signatory and passenger/s, if any;*
3. *Number of liters issued in Purchase Order must be in figures and also spelled out in words;*
4. *Erasures/alterations should not be allowed without the initial of the authorized signatory/ies;*
5. *The phrase "nothing follows" or Double rule (double horizontal line) should be indicated after the last item is written in the purchase order. Should there be a need to add item/s, the authorized signatory must affix his/her signature;*
6. *The concerned personnel to whom the gasoline is being issued, should verify first the Delivery Receipt (DR) right at the time when it is given to her/him or before he/she leaves the gasoline station to ensure that the actual number of liters being issued by the gasoline provider is the same as the one being reflected on the DR.*

For your information and strict compliance.

By the Authority of the Governor:


SAMSON J. SANCHEZ, MPA, CSEE
Provincial Administrator

BASTA DAVNOR, THE BEST!