



**Republic of the Philippines  
METROPOLITAN NAGA WATER DISTRICT  
40 J. Miranda Avenue, Naga City**

**DISBURSEMENT VOUCHER**

\_\_\_\_\_ **FUND**

<input type="checkbox"/> MDS Check	<input checked="" type="checkbox"/> Commercial Check	<input type="checkbox"/> ADA	<input type="checkbox"/> Others	No	
Payee/Office:				Date:	_____
Address:				TIN/Employees No:	_____
				OS/Bus. No.:	_____
				Date:	_____
Title:			Responsibility Center		



<b>A</b>	Prepared by: _____	<input checked="" type="checkbox"/> Supporting Documents Complete <input type="checkbox"/> Cash <input type="checkbox"/> Subject to ADA(Where Applicable)
	Signature: _____	Signature: _____
	Printed Name: _____	Printed Name: _____
	Position: _____	Position: _____
	Date: _____	Date: _____

<b>B</b>	Certified Correct:	<b>C</b> Approved for Payment:
	Signature: _____	Signature: _____
	Printed Name: _____	Printed Name: _____
	Position: _____	Position: _____
	Date: _____	Date: _____

<b>D</b>	Received Payment:	Check/ADA No.: _____	Encoded by: _____	<b>E</b>	JEV
	Signature: _____	Date: _____		No.:	_____
	Printed Name: _____	Bank Name: _____		Date:	_____
	Date: _____	OR No./ Other _____			
		Relevant Doc. _____			
		Issued: _____			