

SECTION 15: ACCOUNTABLE/FINANCE FORMS

15.1 Accountable / Finance Forms

All Local-level Governments shall use relevant Finance Forms contained in volume two (2) of the Financial Management Manual.

The following accountable forms shall be commonly used by Local-level Governments and Cash Offices;

- (a) Integrated Local Purchase Order and Claim Form (FF4A)
- (b) Official receipt (FF132)
- (c) Debit Note (FF133)
- (d) Daily Receipt Statement to record receipts from Rural Development Bank of PNG (AD 45A)
- (e) Requisition of Stores (DOS 10)
- (f) Cheque Form
- (g) Requisition for Expenditure (FF3)
- (h) General Expense (FF4)
- (i) Payments Schedule (FF11)
- (j) Receipts Schedule (FF12)
- (k) Statement of Receipts and Payments (FF13)
- (l) Advances Schedule (FF14)
- (m) Cash in Transit (FF31)
- (n) Advances Ledger (FF96)
- (o) Commitment Ledger

15.2 Accountable Forms Register

Accountable Form Register should be maintained to record all accountable forms received and stored, that these forms are to be kept in safe custody.