

## 7. ADJUSTMENT OF OBLIGATION.

An obligation amount is only an estimate amount. Upon liquidation of the expenditures, there may be :

- a deficit or
- an extra.

Under such circumstance, adjustment must be made in the following forms :

### 7.1. Order to regularize an obligation (C.2.Y).

The Obligation Regularization Order is made in 4 copies to be forwarded to the Central Accounting Agency, Disbursing Center, Credit Manager and Obligation Control.

In addition, as there exists now a Liquidation Control Officer at the Ministry or Department, an additional copy should be made to be forwarded to this Officer.

### 7.2. De-obligation - Re-obligation.

There are 4 cases to regularize an obligation :

a) Unused excess : To use the upper part of the Regularization Order to return the excess to the Budget.

If the excess is less than VNG 10, it is not necessary to make a de-obligation. The Disbursing Center shall do it automatically. If the excess belongs to the delegated credit, it must be de-obligated and returned to the budget, no matter

how small it is.

b) Deficit : additional obligation.

To use both parts of the Regularization Order ; the upper part is to de-obligate the balance, the lower part is to re-obligate the necessary amount (the amount already de-obligated + the additional obligation).

c) If an Order of Receipt for Reduction of Expenses (ORRE) is issued, de-obligation must be made after reimbursement.

d) Case of carry over of Non-divisible credit : to de-obligate the whole credit which has been already obligated in the former budget year, after Decree of carry over of Credit is issued.

Attention :

- With regard to obligation for expenses at Central level : to make a De-obligation Order for the Obligation Order which has been approved. One single De-obligation Order may not be made for several Obligation Orders, even though they were under the same Article.

However, with regard to delegated credits, if the obligation is under the same Article and in the same year, de-obligations may be made at the same time by one sole De-obligation Order for several delegated obligation orders for

one or several Provinces (or one or several Military Regions).

- Re-obligation can only be made with regard to expenditures of the same purpose as those under the Obligation Order which is de-obligated.

- The amount to be re-obligated must be always higher than the related de-obligated amount. (if equal, it is not necessary to re-obligate).

- If the re-obligated amount belongs to the credit carried over from the previous year, to mark the following formula : "Original budget year 19.." on the left top of the Obligation Regularization Order.

- Concerning the Delegated Credit, if a deficit is reported, the agency may make a supplemental obligation to delegate the credit later on, instead of making a de-obligation and then a re-obligation like at the Central Gov't agency.

## 8. COMPOSITION OF THE OBLIGATION FILE.

An obligation file includes :

- Obligation Order
- Draft project which initiates the expenditures.

### 8.1. Personnel expenditures.

- Obligation Order
- List of personnel in office

- Detail of the obligated fund.

3.2. Materials expenditures.

3.2.1. Verbal obligation.

a) Up to 20,000\$

- Obligation Order : if the total amount is not yet obligated.

- Purchase Order.

b) From 20,000\$ to 200,000\$

- Obligation Order

- Purchase Order

- Price inquiring file (Reports of the

Price Inquiring Committee with opinion of the Price Examination Committee, the price inquiring forms, the sealed enveloped already open up).

3.2.2. Contractual Obligation (by the Agency concerned).

a) Supply Contract.

- Obligation Order

- Specifications

- Bid applications

- Bid opening reports.

(If purchase is made locally or from abroad by the Central Logistics Agency, there will be included) :

- Purchase Order

- Obligation Order (may be made after bid award is announced).

b) Work Contract.

- Obligation Order  
- Specifications  
- Estimates of work with visa of the Reconstruction Office (DGRUP)

- Bid applications
- Bid reports.

c) Transport Contract.

Transport of goods and materials of public agencies is made in-country by the Central Logistics Agency with reference to Decision No. 1158-MD/PTT/TVTU of 31 December 1969 of the Prime Minister.

d) Agreement Contract signed after a bid call.

- Obligation Order
- Agreement Contract
- Specifications
- Bid applications
- Bid Call reports.

e) Agreement Contract signed after a price inquiry.

- Obligation Order

- Agreement Contract  
- Price Inquiry file (reports of the Inquiring Committee with opinion of the Price Examination Committee, the Price inquiry forms, the sealed enveloped already opened up).

g) Agreement Contract signed after an unsuccessful Bid Call.

- Obligation Order
- Agreement Contract
- Specifications
- Bid applications
- Report of unsuccessful Bid Call.

h) Lease of Cargo Ship.

- Obligation Order
- Agreement of Ship lease

i) Purchase of immovables from private individuals.

- Obligation Order
- Decision authorizing the purchase of immovables and designating the Contracting Officer,
- Report of the Pricing Committee.

k) Appropriation or requisition of property to carry out a public work or for emergency or non-emergency National Defense purpose.

- Obligation Order
- Copy of the Decree Law promulgating the public work and authorizing same to be done.
- Copy of the Decree declaring the emergency state of the work (if any)
- Report of the Pricing Committee.

1) Lease of immovables.

- Obligation Regularization Order
- Immovable lease Agreement.

Attention :

In case the value of contract is increased, it is necessary to establish :

- Obligation Regularization Order
- Amendment of Contract or Agreement.

8.2.3. Obligation to establish an Advance Cash or State-Managed Cash :

- . Obligation Order
- . Decree providing for the establishment of the Advance Cash or State Managed Cash.
- . Details of the planned expenditures.

8.2.4. Obligation of miscellaneous expenditures.

a) Direct purchase from abroad (not through the Central Logistics Agency).

- Obligation Order
- Status of detailed of obligation planned
- Accounting voucher of Vietnam Commercial Credit Bank.

b) One-way transfer of materials between agencies.

- Obligation Order
- List of materials.

c) Indemnifications for traffic accidents caused by Military or Civilian public vehicles.

- Obligation Order, if it has not been obligated in the total.
- Decision of the Disbursing Officer

authorizing and determining the amount of the indemnification, or extract of the Court decision (if any).

d) Indemnification for crop damage caused by defoliation.

- Obligation Order
- Decree authorizing and fixing the amount of the indemnification.

e) Remunerations, bonuses, royalties, translation fees etc.

- Obligation Order

- Estimated expenditures with reference to  
document fixing the amount of the renumeration etc.

5) Subsidies, all kinds.

- Obligation Order
- .. Decision of subsidies.

9. PROCEDURE FOR FORWARDING THE OBLIGATION FILE.

For easy control and to avoid mistakes, the Obligation Order must be forwarded to the Obligation **Comptroller in** the following manner :

- By double Transmittal slips in 4 copies for visa by Obligation Co.
- Each double Transmittal slip must support only 10 files in maximum.
- The transmittal slip must be made separately for each kind of budget : National Budget, American Aid Chapter, Outside Budget Account, and separately for current credits or credits carried over from the previous year.
- If the expenditures are carried over from the previous year, a stamp bearing the following caption should be affixed on the transmittal slip "Credit from 19.."

10. TIME TO FORWARD AND RECEIVE THE OBLIGATION FILE.

In order for the monthly obligation situation in the accounting books of the Credit Manager and Obligation Control to agree with each other, the Credit Manager must send the Obligation files made during the month to Obligation Control, dated up to and including the 25th of the month.

From the 26th till the end of this month, files are established as usual, but shall be registered in the next month.

Therefore, in order to distinguish the month the file belongs to, the following stamp should be affixed in red on the transmittal slip forwarding the file to Obligation Control and read : "Month of .....19..,

If the file is not visaed and returned during the month to the Credit Manager, and of which regularization cannot be made on time by the latter for returning to **Obligation Control** on the 25th of the month, the Credit Manager shall strike off the number and date of the Obligation Order, and give it a new number and date of the next month. Meanwhile, he makes the regularization in the Obligation book, establishes a new Transmittal Slip and forward it to Obligation Control the next month.

## 11. CROSS-EXAMINATION OF BOOK-KEEPINGS

### 11.1. Between Credit Manager and Obligation Control.

- On the 25th of each month, all entries in the Obligation book shall stop in order to make the total of obligation already entered during the month and under each Article.

- From the 26th until the end of this month, files will be made as usual, but shall be entered the book the next month.

- Prior to the 30th of the month, the Credit Manager shall appoint an official to take his books to the Obligation Control Office to cross examine. The books will be thereafter submitted to the Credit Manager for approval of the balance signature.

### 11.2. Between Obligation Control and Disbursing Center.

Every month, upon receipt of the IEM Obligation Status Report sent by the Disbursing Center, Obligation Control shall cross-examine it with its own book-keepings.

If any mistakes are found, Obligation Control shall communicate with the Disbursing Center and the Credit Manager for regularization.

Especially for the accumulated IEM December Status, the Disbursing Center shall forward one additional copy to Obligation Control for confirmation.

The Obligation **Comptrollers** will write a formula as follows at the bottom of the status if space is available, or on the verso : "The Obligation **Comptroller** and the Chief Disbursing Center undersigned, certified that the figures in this **status are correct**". They sign their names in and forward the list to the Disbursing Center concerned.

The Chief of the Disbursing Center concerned shall sign his name therein and forward the same to the Programming Directorate (DGBFA) which will use it as a reference to consider eventual requests for transfer of credits by the Departments or Ministries.

## 12. PERIODICAL STATISTICS.

- At the end of each day, the Obligation **Comptroller** must consolidate and verify duplicate copies of the Obligation Orders and Obligation Regularization Orders before sending them to the Central Accounting Agency (Disbursing Center).

- Within the first 5 days of each month, the Obligation **Comptrollers** must forward to the Obligation Control Directorate the status of obligations made (form attached) in the previous month for consolidating and transmitting to DGBFA, Central Accounting Agency and General Control on the 10th each month.

- The annual list of obligations shall be made at the

end of December by the Obligation Control Officers and forwarded to the Directorate of Obligation Control prior to the 15th of January the following year for consolidation and control prior to transmittal to the Central Accounting Agency before the 1st of February.

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SITUATION OF CREDIT OBLIGATION  
AND LIQUIDATION  
From..... to .....

C.Y. 19 .....

Notes : This form shall be used at the discretion of each agency according to its requirement. (For ex: Obligation Control to Column 8 - Liquidation Control to Column 11, Credit Mana

D. LIQUIDATION AND APPROVAL FOR PAYMENT

## D. LIQUIDATION AND APPROVAL FOR PAYMENT (DISBURSING)

### I. LIQUIDATION

#### 1. DEFINITION.

To liquidate a debt is to estimate the sum of money to be paid to the creditor. To liquidate a debt (claim), a dossier must be constituted to consolidate all necessary documents vouching for such debt and to mention clearly the sum of money to be paid to the creditor.

Liquidation of an expense includes two operations :

- To confirm the right of the creditor over the debt, i.e. to justify and certify the interest of the creditor and
- To accurately estimate the sum of money to be paid him.

#### 2. GENERAL PRINCIPLES.

##### 2.1. Conditions for liquidation.

To liquidate an expense, the Credit Manager or Deputy Credit Manager must be sure that the liquidation dossier has associated all the following conditions :

- The credit has been earmarked in the Budget, and has been obligated ; the amount to be paid does not exceed the fund already obligated.

- The goods have been supplied, the operations or services already carried out, rendered, approved or received ;

- The vouchers are completed and in due form ;

- The estimates and the total amounts are accurate.

Besides, the following important items must be considered ;

- The amount certified on the invoices as well as on the vouchers (payroll, allowances estimates, purchase orders, operation estimates etc.) must be confirmed both in figures and in full letters and must agree ;

- Every correction or erasure on the invoices, vouchers or cash orders must be confirmed by the person who establishes them.

- On the invoices, vouchers and cash orders, signatures must be in handwriting ; stamped signature must not be used.

## 2.2. Liabilities of the Credit Manager or Deputy Credit Manager.

Article 78 of Decree Law No.170-SLTC of 13 December 1968 provides that the Credit Manager or Deputy Credit Manager is held liable, criminally or civilly as the case may be, for the liquidation of expenses.

Therefore, in making a payment, the Credit Manager (or Delegated Disbursing Officer) and the Deputy Credit Manager

(or Deputy Delegate Disbursing Officer) are held liable for  
justifications mentioned in the accounting documents.

## II. DISBURSING (APPROVAL FOR PAYMENT)

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### 1. DEFINITION.

1.1. Expenses made under the National Budget, after having been liquidated, must go through a phase called approval for payment prior to being actually paid off and permanently registered in the Book-Keepings.

1.2. To approve for payment is to issue an order of payment (now called cash order) for cash payment or for regularization of the situation by order of the Disbursing Officer).

This operation is carried out by an agency called **Disbursing Center.**

### 2. GENERAL PRINCIPLES.

2.1. Cash order is only issued within limit of the credit which has been officially obligated for the expense concerned.

2.2. In the Cash order as well as in the vouchers, there must be clearly mentioned the Calendar Year, Title, Chapter, Article, against which the expenses are charged.

If the expenses originate from the previous year, to mention the original calendar year.

2.3. Cash Order must be established and entered the Disbursing

Book for Approval of Payment only if adequate vouchers made in due form are attached.

In case vouchers or justifications are not precise enough to account for the expenses, the Disbursing Center shall have the right to require the Credit Manager to submit additional vouchers or administrative certificates.

2.4. Cash order can only be issued during the Calendar Year, from January 1st to December 31.

With regard to regularizations of emergency expenses or special expenses which are paid off prior to being approved for payment, the regularizing cash order may be issued until the 31st of January the following year, but should be dated December 31st of the previous year.

2.5. All debts which, for want of vouchers by default of the beneficiary, are not liquidated and, therefore, not approved for payment in a period of 4 years from the beginning of the year when the debt occurred, shall be prescribed for ever.

2.6. Only the Disbursing Officer (Minister) shall have the right to issue Decision to relieve this 4-year limitation period vis a vis debts which, although having not been liquidated and approved for payment for over 4-years, are not by default of the beneficiary.

2.7. Cash Order is to be paid for in a period of 1 year, effective the date of its issuance. Beyond this delay, if the beneficiary can set forth concrete evidence that such delay is not due to his fault or is a case of force majeure (beneficiary kidnapped, imprisoned, impeded because of war hostilities etc. and has been unable to communicate with the agency concerned in order to produce his vouchers during this 4-year period), the cash order may be by authorization of the Disbursing Officer (Minister, Vice Ministers) re-obligated, re-liquidated and approved for payment in case the claim has been affected by the period of limitation.

Examples : a) Ordinary case :

Delivery made on	20 February 1969	<u>Still within the 4-year limitation period</u>
Vouchers and invoices submitted on	15 December 1972	
Cash Order issued on	25 December 1972	

The creditor has the right to get paid at the Treasury from December 25, 1972 till 24 December 1973

Within the  
one-year  
period

Within the delay of one year said above, (from 25 December 1972 to 24 December 1973), the creditor must take the Cash Order to the Treasury for payment.

b) Extraordinary case :

Delivery made on 20 February 1969 Still within  
Vouchers and Invoices submitted on 15 December 1971 the 4-year  
Cash order issued on 25 December 1971 limitation  
period.

The creditor has the right to get paid at the Treasury from 25 December 1971 till 24 December 1972 (Within one-year period).

In the period said above (from 25 December 1971 to 24 December 1972), if for any reason whatsoever, the creditor does not report to the Treasury to get paid (delay not caused by the creditor himself, or happened in case of force majeure as explained above), he must make an application with supporting reasons therefor, to ask for payment by the Disbursing Officer.

The latter shall examine the application and if seeing that the debt has not been prescribed, may write in the application the following formula : "Approved for payment", then affix his seal and signature.

This application shall be attached to the cash order whose delay for payment has expired and forwarded to the Disbursing Center for re-approval for payment in order to be valid for payment at the Treasury.

2.8. On the contrary, if the delay for payment of the Cash order has expired and the debt prescribed, the Disbursing Officer shall, upon application made in due form by the creditor :

- Issue a Decision relieving the 4-year period of limitation, make a new obligation thereof, liquidate it, give again his approval for payment and charge it against the current credit ;
- Forward to the Disbursing Officer the new liquidation file which includes :
  - . Application in due form of the creditor ;
  - . Copy of the Decision relieving the 4-year period of limitation ;
  - . Invoices and vouchers ;
  - . The old Cash order.

2.9. The Disbursing Officer shall affix the seal "CANCELLED" thereon, sign his name on the old Cash order and approve to issue a new one.

The old Cash order bearing the caption "CANCELLED" shall be retained by the Disbursing Officer for attachment to the new approval for payment file and forwarded to the Central Accounting Agency for its archives.

### III. DOCUMENTS USED FOR LIQUIDATION AND APPROVAL FOR PAYMENT

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Documents used for liquidation and approval for payment of public expenses include :

- Stamped paper
- Vouchers
- Book-Keepings.

#### 1. STAMPED PAPER.

##### 1.1. For IBM Payroll purpose, shall be included :

- . Certificate of change of salaries during the month Form DCLB 1
- . Individual Payroll Card Form DCLB 2
- . Notice of retroactive payment Form DCLB 3
- . Notice of extra-paid salary being withheld Form DCLB 5
- . Salary vouchers Form D2.a
- . Monthly payroll Form D.3

These documents are used to establish the file for liquidation of payroll by IBM machines under Control of the Directorate of Budget and Foreign Aid (IBM Payroll Section).

##### 1.2. Hand-established payroll. Documents to include :

- Salary vouchers (civilian personnel) Form D2.Y

This is used to list salaries and allowances of government officials, Representatives, career personnel, task paid salaries, contractual salaries, daily paid personnel, floating personnel.

- Salary vouchers (militarymen)

Form D2.Y

Used to list salaries and allowances of officers, NCOs and Enlisted men.

1.3. Material accounting documents include :

- Invoices, Vouchers

Form D.5Y

Used to list sums of money to be paid to sellers, suppliers doing services by verbal agreements or by contracts.

1.4. Miscellaneous expenses documents, include :

- Miscellaneous expenses vouchers

Form D.6Y

To estimate unclassified petty expenses such as travel expenses, per diem, hospital fees, transfers, reimbursements, allocations etc.

2. STATEMENTS TO BE WRITTEN ON THE VOUCHERS.

On the vouchers, the following statements must be made :

a) Fiscal year (if the expenses is incurred from the previous year and carried over to the current year, the original year must be mentioned).

- b) Function - Title - Chapter - Article - Agency.
- c) Program Code number if the expense belongs to American Aid budget.
- d) Provincial or Military Region Code Number, if any.
- e) Name of agency making the expenses (Ministry, Directorate, Service).
- f) Name of beneficiary.

- On the Payroll : If the Paymaster signs his name on the payroll, the decision of his appointment must be attached (in the first time) ; in the next times, the caption "Reference Decision No. .... already attached to Cash order approved for payment No. .... dated....." must be written.

- Our materials and miscellaneous : To mention the name of the creditor. If the latter is a commercial company, an association or a Publishing Office, to mention the name of the company, Association or Office, No name of Director, Manager or Publisher is to be mentioned.

- g) Address (mention clearly the house number, street, province, If in the village, mention Hamlet, Village, District, Province).
- h) Account Number (Number and Name of Treasury or Bank. If provincial Treasury or Bank's branch in the province is

concerned, to mention same).

i) Number and date of issuance of vouchers, if any, shall be mentioned by the beneficiary.

j) Date and Number of Obligation Order (no reference to two obligation numbers for one expense shall be made. The obligation number must be the one officially issued by the Obligation Control Officer).

k) Number and date of liquidation (issued by the Credit Manager for each Chapter under his management and by sequence order during the year).

l) Number and date of approval for payment (This will be issued by the Disbursing Center) ;

m) National commercial index number (in Saigon, to mention it properly ; in the provinces, to mention it, if any).

n) Vouchers attached (to mention in full and by order, the number of documents or accounting statements justifying the expenses. If there is not enough space on the recto, to write on the verso).

o) Categories of expenses :

- Civilian personnel payroll : to establish a separate voucher for each category of personnel : career, contractual, assimilated, task payment, daily paid, floating personnel.

- Military payroll : to establish a separate voucher for Officers, NCO's and enlisted men.

Make the total of each category of salaries, allowances and mention the total obtained from each category in the column relating to the Code Number of the Item prior to making the total to be paid on the voucher (invoice).

- Materials : to mention the kind of service or material, the quantity or unit thereof, the unit price and the amount of each category as mentioned in the purchase order, prior to making the addition.

The seller must certify the amount in the invoice in full capital letters, date it and sign his name.

- Miscellaneous expenses : to mention the category of expense, code number for each category, the amount thereof, prior to making the total.

p) To deduct stamp fees, temporary income tax withholding, production tax : to calculate and mention in the appropriate space in the vouchers.

q) To mention the number and date of entry in the Daily Expenses Register (to record debts).

r) To mention the number and date in the Materials Register, if any.

- s) To record the number and date of entry in the Incoming and Outgoing Materials Register, if any.
- t) To record details of each category of expense according to the code number : to list the category of the expense, record the code number of each expense in accordance with the list attached to this book, and the amount of each expense.
- u) The Receiving Committee including the Chairman and two members, shall sign their names in the invoices, if no special remarks are made.

Any comments shall be made in a separate report.

Under the signature of each member of the Receiving Committee, to mention his name in full and his position.

- v) Final acknowledgement of the account : The Credit Manager shall make a final acknowledgement of the amount in full letters, put the date and sign his signature prior to affixing his seal.

If the vouchers and invoices are forwarded by an Agency Chief to the Credit Manager for entry in his liquidation book, the Chief of Agency concerned must sign his name and affix his signature in the space reserved for him.

### 3. VOUCHERS.

Vouchers are made in accordance with instructions given

in the Nomenclature of Expenses published by Decision No.1930/ PTC/MT2 of 30 August 1966 and explained by Circular No.14,977/ PTC/MT2 of the same date and in accordance with provisions set up in Articles from 118 to 151, Decree Law No.170-SL/TC of December 15, 1966.

Vouchers which have the character of initiating an expense such as : list of payroll, estimate of allowances, certificate of cessation of payment, contract, purchase orders, authorization of expenses, order of transfer of materials between public agencies etc., and which are attached to the liquidation file, must be always the original copies. Other documents such as Decree, Service Order, civil status records etc. attached to the file may be certified copies.

#### 4. BOOK-KEEPINGS.

##### 4.1. Categories.

In liquidation of expenses, the following book-keepings must be established to record and follow up the accounting operations :

- a) Obligation Book-Keeping
- b) Payroll Control Register
- c) Debts Register
- d) Register to enter the order of sequence of the files for liquidation and approval for payment.

c) Register registering liquidations and orders of payment.

g) Register of allocated of delegated funds

h) Expense Register

i) Material Register

k) Incoming and Outgoing Material Register

#### 4.2. Use of Book-Keepings.

a) Obligation Book-Keeping (see C : Obligations).

b) Payroll Control Register ( Form No.6 attached).

This register is used to mention the administrative and family status of each personnel, his basic salary, his monthly allowances, and the amount to be paid to the Pension Cash.

This Record must be always updated. Whenever a change occurs to the administrative or family status of the personnel, the official in charge must record such change in the book.

At the end of each month, after salaries are paid to the personnel, the actual amount paid to each personnel must be recorded in this book-keeping. At the end of the year, the old book-keeping shall be kept in the file for further reference when necessary and a new book-keeping for the new year must be established.

c) Debts Register (Form No.7 attached) :

This record is used to register by sequence order,

invoices received every day from the creditors or files from the personnel asking for payment of : per diem allowances, travel allowances, hospital fees, maternity fees etc.

d) Register registering the sequence of files for liquidation and approval for payment (Form No.8 attached).

Like an out-going mail record, this book is used to register daily, and in good sequence, all files concerning expenses made by the Credit Manager during the year.

e) Register for liquidation and registration of payment orders (Form No.9 attached).

This record includes columns : Number, date of liquidation, Number and date of approval for payment, Number and date of Obligation, name of Creditor, program code number, or delegated fund ; amount in cash order under each Article, items relating to the current fiscal year and carried over from the previous year.

This book will give information on whether the debt has been liquidated or approved for payment, and will make available to the liquidating agency documents and data to discover any lost or stolen materials which have been purchased.

As Accounting on liquidation is made per items and Articles, the Credit Manager may reserve several pages of this

book for one Article, which includes several Items in order to record fully all necessary related details. After the Credit Manager signs his name and accounts the total amount in the invoice, the personnel in charge of the Register must enter the liquidation file by order of sequence, record the number and date of liquidation and other necessary data in the liquidation register together with the registration of the approval for payment.

Whenever a duplicate copy of the invoice returned by the Disbursing Center is received for file, the date of the approval for payment must be recorded in the Register.

With regard to payrolls made by the IBM Payroll Section of the DGBFA, although there are no registers and no dates of liquidation to be recorded, but when the duplicate copy of the IBM payroll voucher is returned, the personnel in charge of the Book must enter the number and date of approval for payment in the register.

Expenses which are liquidated must also be recorded by order of Chapter, Article and month, for easy reference when needed.

On the 25th of every month, all entries must be temporarily suspended to make the total of those already entered and to make the total of the amount paid during the month under each Article.

From the 26th to the end of the current month, files will be established as usual, but entries will be made for the next month.

On the 30th of the month, the responsible Officer must submit the Register to the Credit Manager for signature certifying the total of the month.

The total of the following month must include the total of this month and the total of the previous months. The operations will go on. this way until the end of the year.

g) Delegated Credits Distribution Book (see E, Form No.10 on Delegated Credits).

h) Expenses Recapitulating Register (Form No.11 attached).

This Register is established per Chapter, Article and is for the purpose of consolidating all expenses liquidated by the Manager and Deputy Manager concerned during the month, based on the Liquidation Register of the Credit Manager and the Monthly Status being submitted by the Deputy Credit Managers in the province.

This Register must be closed at the end of every month and at the end of the year in the same manner applied to the Record for Liquidations and Registration of approvals for payment.

i) Register for Inventory of Materials.

This Register is used to register non expendable materials, petty materials of 500/- worth or above. This book is temporarily established in accordance with Form No.31, which is now designated Form No.12.

Each material bears a separate serial number. However, with regard to materials which form a set (living room furniture, Tea service etc.) each set will bear a different serial number.

The formality to register and maintain the Material Inventory Record was described in Circular No.390/KTC/TTKT/SNQC of March 2, 1970 of the Central Accounting Agency.

k) Daily Log for incoming and outgoing materials  
(Form No.13 attached) :

This book is used to daily register expendable or non expendable materials or materials which will be worn out after a period of time : Office supplies, fuels, tires, materials stored for gradual use, spare parts, accessories for vehicle repairs and maintenance, machinery, newspapers, magazines, materials bought by Central Government for distribution to dependent agencies in the field etc.

The Central Accounting Agency is studying and drafting a Decree providing for regulations on material accounting and national property accounting in accordance with the financial and accounting regulations in force.

NATIONAL BUDGET

Size 50 x 48  
Form No.6

F.Y. \_\_\_\_\_

REPUBLIC OF VIETNAM

Ministry of .....

Directorate, Service

PAYROLL CONTROL SERVICE

- Name of personnel.

A) Administrative status    B) Family Status :    C) Details on salary :

- IBM Index number    - Single, Married or    Salary index :  
- Registration Number    widow(er)    - Basic monthly  
- Date and Place of Birth    - Name of spouse    salary : (less  
- Grade and Rank    - Date of birth of    6% Retire Pension.  
- Function    children :    - Cost of living  
I.    allowance  
2.    - Family allowance  
3.    - Temporary increase  
4.    - Functional  
5.    allowances :  
6.    . Technical:  
7.    . Risks:  
8.    . Housing:  
9.    . Water,  
10.    . electricity:  
      . Rice  
      . Special

Dates of taking Office :

Detailed service  
Transfer  
Retirement  
Termination

Amount Withheld

TOTAL

(Lower part).





NATIONAL BUDGET  
YEAR . . . .

(left side page)

DETAILS OF LIQUIDATED EXPENSES

(Title ..... Chapter ..... Article .... (a) and Item

Certified the amount liquidated and approved for payment  
at the end of ..... (month) ..... as follows : .

From C.Y. 19..... carried over .....

Current year 19 .....

Saigon ..... 19 .....  
Credit Manager

(a) If under American Aid Program,  
Mention Code Number.

( Right side page )  
 Details of liquidated Expenses.

Size : 80 x 48  
 Form : 9

C.Y. 19 ...									Amount in Cash Order	C.Y. 19.... carried over.									
ITEM ...										ITEM									
1	2	3	4	5	6	7	8	9		1	2	3	4	5	6	7	8	9	

NATIONAL BUDGET	American Aid Chapter	TOTAL
-----	-----	-----
-----	-----	-----
TOTAL /		

#### IV. HOW TO FORWARD THE LIQUIDATION FILE

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To make it easy the control and to avoid mistakes, the liquidation file must be forwarded to the Liquidation Control Officer in the following manner :

- 1) To attach to each invoice a situation report of liquidations in comparison with obligations (Form No. ... attached).
- 2) To forward the file by means of double transmittal slip made in 5 copies, to the Liquidation Control Officer for visa.

Each double transmittal slip shall only cover 10 files at maximum.

The transmittal slip must be made separately for each budget : National Budget ; American Aid Budget, ~~Outside~~ Budget and separately for each Article ; separately for the current credit or for credit carried over from the previous year.

If the expenses belong to the credit carried over from the previous year, the slip should be marked with a stamp in red ink bearing caption : "CREDIT 19.."

## NATIONAL BUDGET

#### TOTAL EXPENSES

( Title ..... Chapter ..... )

Size 40 x 48

Form : 11

National Budget		American Aid				Total
Central	Delegated	Central	Delegated			
)						

Saigon, - - - - - Credit Manager

**V. TIME TO FORWARD AND RECEIVE LIQUIDATION FILES**

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In order for the monthly liquidation status in the book-keepings of the Credit Manager and of the Disbursing Center to agree with each other, the liquidating agencies must forward the files during the month to the Liquidation Controller until the 25th day inclusive of the month only.

From the 26th day on till the end of the month, files will be made as usual, but will be entered the Register for the next month. In order to distinguish, therefore, the month the files are dated, on the double slip forwarding the file to the liquidation controller, the Disbursing Center and the liquidation agency will mark in red the following caption : "Month of .... 19..".

If the files during the month are not visaed and returned to the Liquidating agency and if the latter cannot make corrections and return it to the Controller prior to the 25th of the month, it will cancel the Number and date of liquidation on the invoice and give it a number and date of the next month. Meanwhile, correction should be made in the Registration for Liquidation and Registration of Approval of payment. After that, a new transmittal slip shall be made and forwarded to the Liquidation Controller for visa in the next month.

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NATIONAL BUDGET  
YEAR . . . . .

DAILY RECORD OF OUTGOING-INCOMING  
MATERIALS

Size : 27 x 35  
Form No 13

Size 10 x 13

NATIONAL BUDGET

Year .....

Title ..... Chapter ..... Article .....

B A L A N C E:

Liquidation vs/ Obligation :

	Amount :
Obligation Order No. .....	
dated .....	.....\$
Previous liquidation .....	.....\$
Present liquidation .....	.....\$
<u>BALANCE</u>	.....\$

SAIGON, .....19..

Chief, Accounting Office,

## VI. RE-APPROPRIATION OF EXPENSES

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### 1. REASONS

When the Cash order is issued before it is found that the expense has been mischarged against an Article or Chapter, the Credit Manager will apply the procedure of re-appropriation of expenses, i.e. he shall request for a correct appropriation by reducing the expense in the old Chapter and Article and increase the expense in the new Chapter and Article so as to be able to pay for the expense.

### 2. PROCEDURE FOR RE-APPROPRIATION.

To re-appropriate an expense which has been wrongly appropriated, the Credit Manager will use the Re-appropriation certificate (Form E, FY), such Certificate includes two parts :

- The upper part is reserved for the Agency which has wrongly paid the expense.

..... The lower part is reserved for the Agency which is to actually pay for it.

Re-appropriation of expense must be made separately at two levels : The Delegated Disbursing Officer and the Deputy Delegated Disbursing Officer.

a) Re-appropriation by the Delegated Disbursing Officer (Credit Manager).

a.I. Expenses under two different Titles, or under two different Chapters but in the same Title.

- Agency which has made the wrong payment must initiate the request for re-appropriation and must establish the following documents :

. Certificate of re-appropriation (to fill out necessary details in the upper part of the certificate and signature).

. Order of de-obligation of the amount of money in the re-appropriated Cash Order which has been visaed ;

- It is not necessary to de-obligate the appropriated money belonging to a general obligation order or which is still used to liquidate an expense of the same category.

After that, the file must be forwarded to the Agency which is to actually pay for the expense.

The agency which is to pay for the expense must :

- Fill out the necessary data in the lower part of the certificate.

- Attach thereto the Order of Obligation (already visaed) if obligation is not made. If obligation is already made, it is only necessary to put the number and date of the

Obligation Order on the re-appropriation certificate ;

- Forward the file to the Disbursing Center.

The Disbursing Center shall do the following :

- Put the number and date, and sign therein.

- Make distribution of the certificate of re-appropriation to :

. One copy to the Agency which has made the wrong payment ;

. One copy to the Agency which is to make the actual payment ;

(These two Agencies must make corrections in their accounting (liquidation and obligation book-keepings).

- Forward the "yellow" copy of the Certificate to the IEM Accounting Service for adjustment in the IEM Status.

- Forward the "orange" copy of the Certificate to the Central Accounting Agency (Directorate of Accounting Concentration).

- Keep the "yellow" copy (upon return from the IEM Accounting) together with the duplicate copy of the de-obligation order and the obligation order, if any.

a.2. Expenses made under two different Articles, but in the same Chapter.

- The Credit Manager who manages the credit under the Chapter concerned shall :

. Establish the certificate of re-appropriation and sign on both parts therein, and apply the same procedure as above.

b) At the Deputy Delegated Disbursing Officer (Deputy Credit Manager) level.

With regard to expenses to be paid out of the delegated credit, re-appropriation shall only be made between Sections, Chapters, Articles under management of one same Deputy Delegated Disbursing Officer (Deputy Credit Manager).

This means that the agency which makes the wrong payment and the agency which is to make the actual payment is only one, and the same.

The procedure for re-appropriation is made as follows :

- If there is no delegation of credit : The Deputy Delegated Disbursing Officer makes recommendation to the Central level for a delegation of credits and only when he receives the list of delegated credits will he be able to make the re-appropriation.

Case of credit already delegated :

- The liquidator of the Agency which makes the wrong payment shall establish :

- The re-appropriation certificate (old model, with a caption reading : "recommendation of the liquidator") and signs in this part of the certificate.

In the square reserved for putting the number and date of the Obligation Order, to put the number and date of obligation of the delegated credit by the Central level, and the number and date of the local Obligation Order.

- The De-obligation order (to de-obligate the local Obligation Order) according to regulations in force and in the meantime, he must recommend Central to revoke the delegated credit concerned and considered no longer used.

It is not necessary to de-obligate the re-appropriated amount in the general Obligation Order which is still used to liquidate an expense of the same category.

- To forward the file (certificate of re-appropriation + De-Obligation order, if any, to the liquidator of the agency which is to pay for the expense.

The liquidator of the Agency which is to pay for the expense shall :

- Fill out necessary data in the lower part of the certificate and sign his name under his "recommendations".

- Establish the Obligation Order (Local) according to regulations in force if the expense is not obligated yet.

In the certificate of re-appropriation, in the column "New Obligation Order", to put the number and date of the delegated credit obligation order and the number and date of local obligation.

- Forward the file (re-appropriation certificate + de-obligation order + obligation order (if any) to the Deputy Delegated Disbursing Officer).

The Deputy Delegated Disbursing Officer shall :

- Sign his name in the certificate of re-appropriation, in both parts (upper and lower) reserved for him ;

- Put the number and date of the re-appropriation certificate (Upper part, right corner).

- Forward the file to the local Treasury Service.

The Treasury Officer, upon receipt of the certificate of re-appropriation, shall :

- Affix the stamp reading "re-appropriated" and sign his name thereon ;

- Forward 3 copies to the Deputy Delegated Disbursing Officer (one copy to the agency making wrong payment, one copy

to the Agency to actually make the payment and one copy to the Central Accounting Agency).

- Retain 2 copies for files.

The Deputy Delegated Disbursing Officer, upon receipt of the certificate of re-appropriation, shall :

- Order a correction to be made in the Approvals for Payment Book-keeping);
- Forward one copy to the liquidator of the Agency making the wrong payment ;
- Forward one copy to the Liquidator of the Agency which is to make the actual payment ; (for correction in the liquidation book) ;
- Forward one copy to the Central Accounting Agency for correction by IBM.

REMARKS :

It is authorized to establish only one certificate of re-appropriation for each order of payment.

- The certificate of re-appropriation must be forwarded to the Disbursing Center (if at Central level) or to the Treasury (if at the province), prior to the 25th of each month.

After this date, the certificate of re-appropriation shall be retained until the following month as mentioned above.