


VERSION NO. 1	MANUAL TITLE <b>STUDENT AFFAIRS MANUAL</b>	DOCUMENT NO. <b>SAM 3.3</b>
	DOCUMENT NAME  <b>POST ACTIVITY PROCESSES</b>	REVISION NO. <b>0</b>
		EFFECTIVITY DATE <b>DECEMBER 5, 2016</b>
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## 1.0 OBJECTIVES

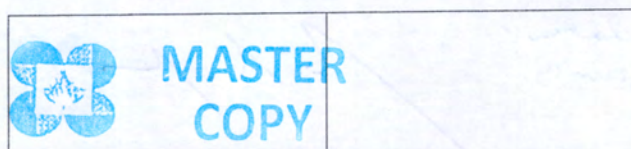
- 1.1 To properly document the implementation of activities.
- 1.2 To comply with existing Commission on Audit (COA) rules and regulations on liquidation/reimbursement.


## 2.0 SCOPE

This procedure applies to compliance of post-activity reports.

## 3.0 POLICIES

- 3.1 All funds released by the school should be properly liquidated based on the guidelines set in the Finance and Administration Manual.
- 3.2 Organizers of activities shall submit an Activity Report not later than seven (7) days after the activity.
- 3.3 The organizers may initiate a post-activity (e.g. echo seminar, sharing session).



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#### 4.0 PROCEDURES

<u>Responsibility</u>	<u>Activity</u>
Organizer	1. Accomplishes Activity Report Form. 2. Submits Activity Report Form to Division of Student Affairs (DSA).
Division of Student Affairs	3. Receives and records submitted Activity Report Form.
Organizer	4. Prepares Liquidation Report, if school funded activity. 5. Submits Liquidation Report to Accounting Unit.
Accounting Unit	6. Receives and records submitted Liquidation Report.
Organizer	7. Organizes an activity to re-echo the experience or output, as needed. 8. Files copy for clearance purposes.

#### 5.0 LIST OF FORMS AND REPORTS

- 5.1 Forms
  - 5.1.1 Activity Report Form
  - 5.1.2 Liquidation Report Form
- 5.2 Reports
  - 5.2.1 Activity Report
  - 5.2.2 Liquidation Report

PREPARED BY: 	APPROVED BY: 		<b>MASTER COPY</b>