REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

February 3, 2004

REVENUE MEMORANDUM CIRCULAR NO. 5-2004

SUBJECT: Publishing the full text of GOVERNMENT ACCOUNTING AND FMIS CIRCULAR LETTER No. 2003-006 dated November 24, 2003 of the Commission on Audit

TO : All Internal Revenue Officials, Employees and others Concerned.

For the information and guidance of all internal revenue officers, employees and others concerned, quoted hereunder is the full text of GOVERNMENT ACCOUNTING AND FMIS CIRCULAR LETTER NO. 2003-006 dated November 24, 2003 of the Commission on Audit:

"GOVERNMENT ACCOUNTING AND FMIS

CIRCULAR LETTER **No. : 2003-006**
Date : Nov. 24, 2003

Addressee : All Heads, National Government Agencies, Local Government Units, COA Cluster Directors, Regional Cluster Directors, Regional Administrators, Auditors, Chief Accountants/Heads of Accounting Units, Heads of Supply and Property Units, and All Others Concerned

Subject : **Suspension of the Use of Supplies Availability Inquiry under the Manual Version of NGAS, and the Provision of Additional Guidelines in Determining Property Availability.**

1.0 This Circular Letter is issued to suspend the use of the Supplies Availability Inquiry before the requisition of inventories prescribed under the New Government Accounting System (NGAS) implemented effective January 1, 2002 due to apparent difficulty of the agencies to strictly comply with the requirement.

2.0 The use of SAI, under the manual version of NGAS, is temporarily suspended until the computerized accounting system is implemented. In lieu of the SAI, agencies should adopt an alternative mode of determining the availability of supplies and other inventories being requisitioned.

3.0 The Requisitioning Unit/Office (RU/O) shall submit the approved Requisition and Issue Slip (RIS) to the Supplies and Property Unit (SPU) or its equivalent office. If the items being requisitioned are available or in stock, the SPU shall release or issue the same to the RU/O. In case stocks are not available, SPU shall indicate this on the RIS and return the same to the RU/O.

4.0 This Circular shall take effect immediately.

(SGD.) LOURDES B. DIMAPILIS
Assistant Commissioner

All Internal revenue officials and employees are enjoined to give this Circular as wide a publicity as possible.

(Original Signed)
NORMA L. LIPANA
ACIR - Financial & Administrative Service
OIC - Resource Management Group