3. Replenishment for Centralized Revolving Fund

The RF Customer shall replenish its Revolving Fund to ensure that their transaction are adequately covered by RF balance.

Office/Division:	Treasury Department
Classification:	Complex
Type of Transaction:	G2B – Government to Business
Who may avail:	Oil Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Summary of Wharfage Fees Report (1 copy) (Original Copy/Electronic Copy)	PPA Port Loading (Operations and Finance Division)
2. SOA and Schedule of Revenues (1 copy) (Original Copy/Electronic Copy)	PPA Treasury Department
3. Replenishment payment (direct deposit to LBP Account) (1 copy) (Original Copy/Electronic Copy)	RF Customer
4. Form 2307 (EWT) (1 copy) (Original Copy)	RF Customer
5. Official Receipt (1 copy) (Original Copy/Electronic Copy)	PPA Treasury Department

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. RF customer prepares the Summary of Wharfage Report (Loading/ Unloading) based o the Oil Shipment report submitted and validated by PMO-Finance and sends it to the Treasury Department	1.1 TD prepares/review Statement of Account (SOA) and Summary of Revenue Schedule based on the validated Oil Shipment report from RF customer. 1.2 TD sends the approved SOA for replenishment to the RF customer	None None	2 days 5 mins	Treasury Management Specialist A/ Corporate Finance Services Chief/ TMSD Manager Treasury Management Specialist A PPA Port of Loading Operations

2. Receives the SOA and prepares the check for the replenishment of revolving fund and submit thru email the WTC Form 2307.	2.1 Prepares, reviews, and uploads the NCP Templates based on the Summary of Revenue Schedule.	None	2 days	Treasury Management Specialist A/ Corporate Finance Services Chief/ TMSD Manager
3. Deposit check for the replenishment of revolving fund.	3.1 Follow-up check payments from Oil Companies for the replenishment of revolving fund.	None	2 days	Treasury Management Specialist A
	3.2 Validates payment in the PPA LBP Passbook Account	None	10 mins	Treasury Management Specialist A
	3.3 Generates the Statement of Account and submit it as attachment to the TD Cashier for the issuance of Official Receipt.	None	10 mins	Treasury Management Specialist A
	3.4 Issues the Official Receipt on the replenished amount	None	10 mins	TD Cashier
	3.5 Sends the Official Receipt to the RF customer	None	5 mins	Treasury Management Specialist A
	TOTAL:	**None**	**6 days and 40 mins (working days)**	