

BOY SCOUTS OF THE PHILIPPINES

National Office
Ermita, Manila

12 August 2015

NATIONAL OFFICE MEMORANDUM

No. 51

s. 2015

TO : **ALL REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVES AND OFFICERS-IN-CHARGE**

SUBJECT : **NEWLY PRINTED OFFICIAL RECEIPTS (ORs) FOR BSP LOCAL COUNCILS**

In consonance with our desire to avoid the complexities and hasten the processing of printing of Official Receipts (ORs) for all BSP local councils, the National Office facilitated the course of handling and dispensation thereof in close coordination with the Bureau of Internal Revenue (BIR) and National Printing Office (NPO) in Manila. As such, we are providing herewith the procedures on how you will have your respective ORs be officially registered with your local BIR office and the manner on how you will settle the cost of printing with the National Office of the BSP, viz:

1. Upon receipt of your newly printed ORs from the National Office, proceed to the nearest BIR office in your locality and bring the following documents:
 - a. Authority to Print (ATP);
 - b. Printer's Certificate of Delivery of Receipts and/or Invoices (PCD);
 - c. Taxpayer-user Sworn Statement; and
 - d. The **first** and **last booklet** of your ORs.
2. Proceed to the Taxpayer Service Section (TSS) of your local BIR office to officially register your ORs and have the aforementioned documents stamped as "BIR-REGISTERED". Before leaving the BIR office, check carefully if all of the aforementioned documents are properly stamped.
3. Upon accomplishing Step Nos. 1 and 2, return the following copies of documents to the National Office through the Finance Division, c/o Ms. Reslie B. Mendoza.
 - a. Copies of ATP, PCD, and Taxpayer-user Sworn Statement intended for the National Office and the National Printing Office (NPO); and
 - b. RMS Copy intended for the NPO only.
4. Your respective ORs are now ready for use.
5. All of the remaining copies of the aforementioned documents are expected to be properly and securely filed at your respective offices so that you have official documents to show with any BIR personnel who, from time to time, conducts tax mapping on a random basis in your locality.

In compliance with BIR Revenue Regulation No.26-2003, you are hereby reminded of the following provision:

Section 3. No receipt or sales/commercial invoice shall be issued by a seller to any customer or client unless the former has received his copy of the duly stamped BIR-Registered "Printer's Certificate of Delivery of Receipts and Invoices" indicating the inclusive serial numbers of the receipts/invoices and delivered and the due dates of submission of the copy of the PCD to the concerned BIR offices.

With respect to the manner on how you will settle the cost of printing of the ORs and the shipment thereof, which, was initially shouldered by the National Office, you are required to facilitate the submission of NAFCO Withdrawal indicating therein that you are charging the cost of printing of the ORs and its shipment through your respective NAFCO account. In the event that you have no sufficient NAFCO balance to settle the same, you are required to pay in full to the National Office by depositing it to the General Fund Account of the National Office and send a copy of your deposit slip to the National Office for purposes of reconciling our records in the books.

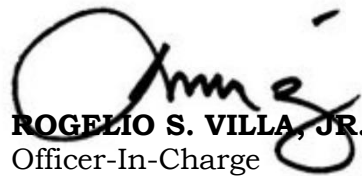
If you have further queries, please feel free to contact the National Office through:

MR. PEDRO B. PENADOS, Acting Director for Finance
Tel. No. (02)528-0571; Mobile No. 09258519074
Email: penadosp@yahoo.com

or

MS. RESLIE B. MENDOZA, Bookkeeper, Finance Division
Tel. No. (02)528-0571; Mobile No. 09178711857
Email: reslie.mendoza1020@yahoo.com

For information, guidance, and appropriate action.



ROGELIO S. VILLA, JR.
Officer-In-Charge

Office of the Acting Secretary General

Cc : Office of the President
Office of the Acting Secretary General
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