



MUNICIPALITY OF TUBIGON

CITIZEN'S CHARTER



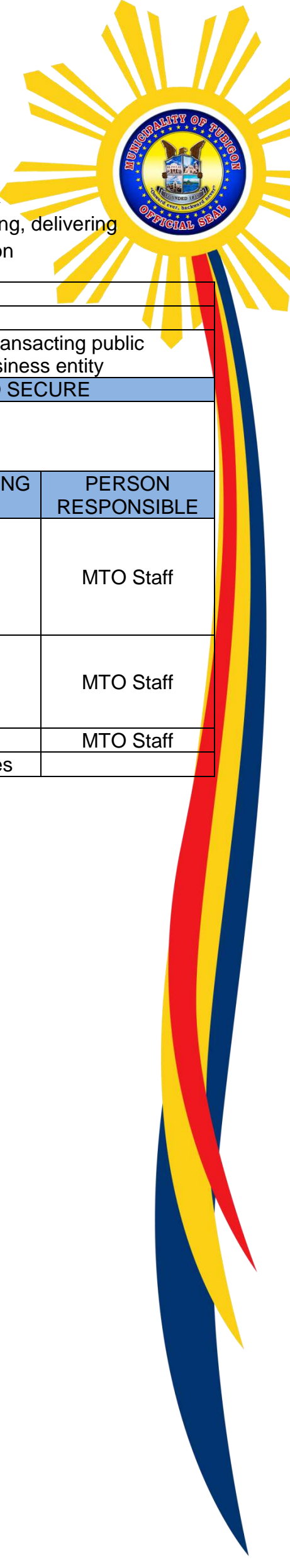


**MUNICIPAL
TREASURER'S OFFICE
(MTO)**
ADMINISTRATIVE SERVICES



27. RELEASE OF CHECK TO GOVERNMENT SUPPLIER

All suppliers/bidders/businesses who are entitled payment for supplying, delivering products, goods and services to the Local Government Unit of Tubigon



Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Services whose client is the transacting public for Government Services whose client is a business entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID/Company ID Authorization Letter from the Business Owner/suppliers if claim by representation				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the Releasing Officer and present Valid ID/Authorization Letter	Determine client's identity by the presented valid ID/ Authorization Letter	None	5 mins.	MTO Staff
Sign disbursement voucher and logbook	Ask client to sign disbursement voucher and logbook		5 mins.	MTO Staff
Receive check	Release check		5 mins.	MTO Staff
TOTAL:		None	15 minutes	