

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX-06-12
	QUALITY MANUAL	REVISION NUMBER	4
		PAGE NUMBER	1 of 1
SECTION	PLANNING	EFFECTIVITY DATE	01 JULY 2023
SUBJECT	FUNCTIONAL OBJECTIVE: Cashiering		

The DOST-IX Cashiering Objectives are stated as follows:

1. To ensure compliance of statutory and regulatory requirements of government monitoring agencies thru on time and accurate preparation, releases, reporting and monitoring of the following:
 - Statement of Cash Accountability and Statements of Accountable Forms;
 - Advice for checks issued/cancelled;
 - Issuance of official receipts for cash and check collections; and
 - Verification of completeness of payment documents.

2. To ensure accurate and timely accomplishment of the following:
 - Check preparation after the approval of the Regional Director;
 - Report of collection to be prepared not later than 10 days of the following month;
 - Report of disbursement to be prepared not later than 10 days of the following month;
 - Report of checks issued and cancelled to be prepared not later than 10 days of the following month; and
 - Cash and check collection to be deposited within 24 hours.

Prepared by:  Unit Head	Approved by:  Regional Director
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