	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>PM-FASS-CAS 05-02</b>
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	<b>1</b>
		PAGE NUMBER	<b>1 of 3</b>
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	<b>01 JULY 2023</b>
SUBJECT	<b>CASHIER PROCESS OF ACCEPTING PAYMENT</b>		

#### 1.0 OBJECTIVE

To ensure all payment received will be documented by issuing Official Receipt.

#### 2.0 SCOPE

This procedure covers all the activities entailed in the accepting payment and submission of report to COA.

#### 3.0 ACCESS

This procedures manual is uploaded to DOST-IX Document Management System (DMS) and accessible to all DOST IX personnel.



The original copy of this document is managed by the DOST-IX's document custodian


#### 4.0 DEFINITIONS OF TERMS

**4.1 Official Receipt (OR)** – is a government receipt issued for the payment of services rendered or goods sold.

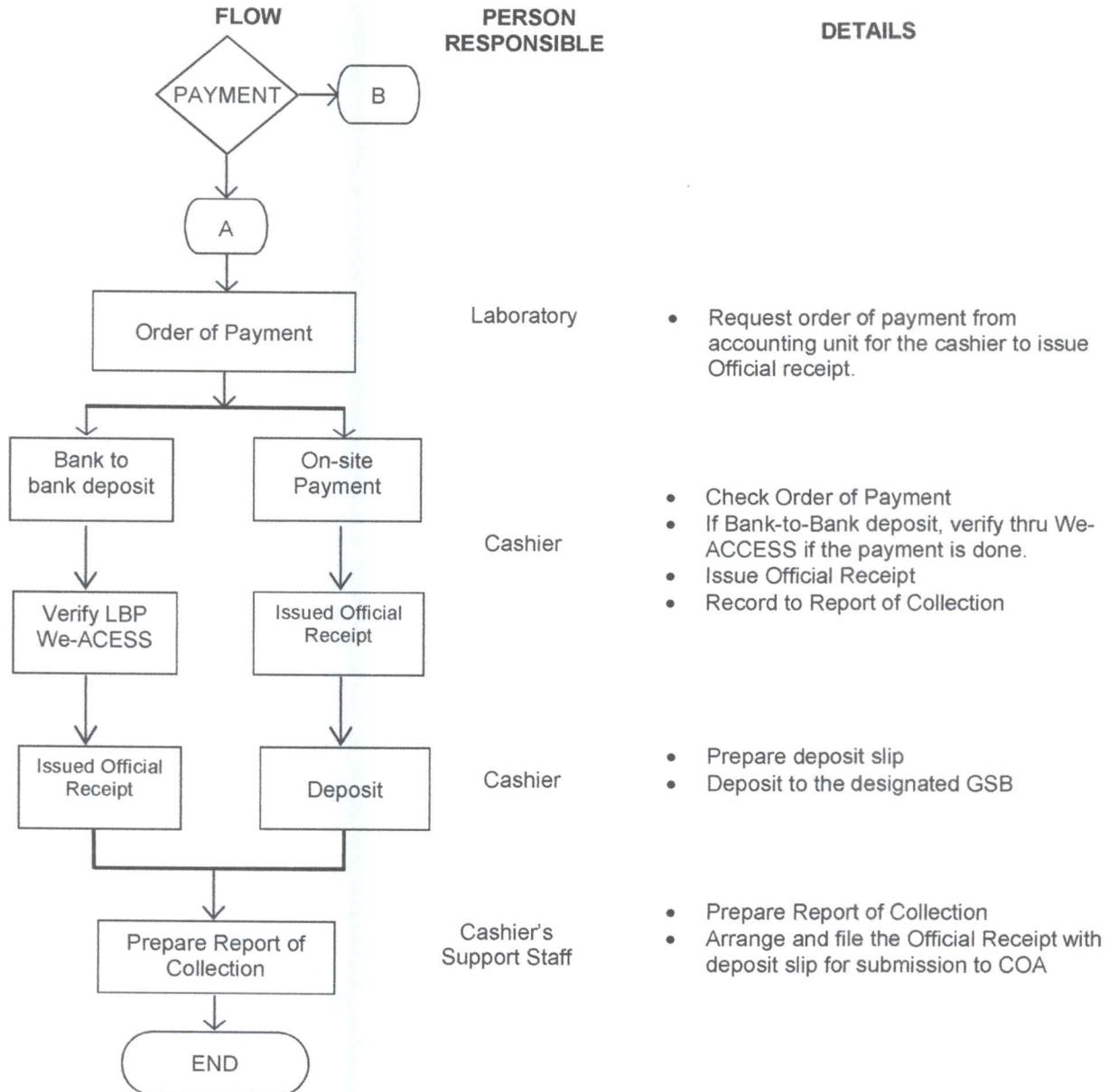
**4.2 Order of payment (OP)** – process from the Accounting which indicates the customer's name and amount to pay



**4.3 GSB** - Government Servicing Bank

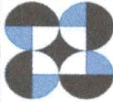
Prepared by:   Cashier III	Approved by:   Quality Management Representative
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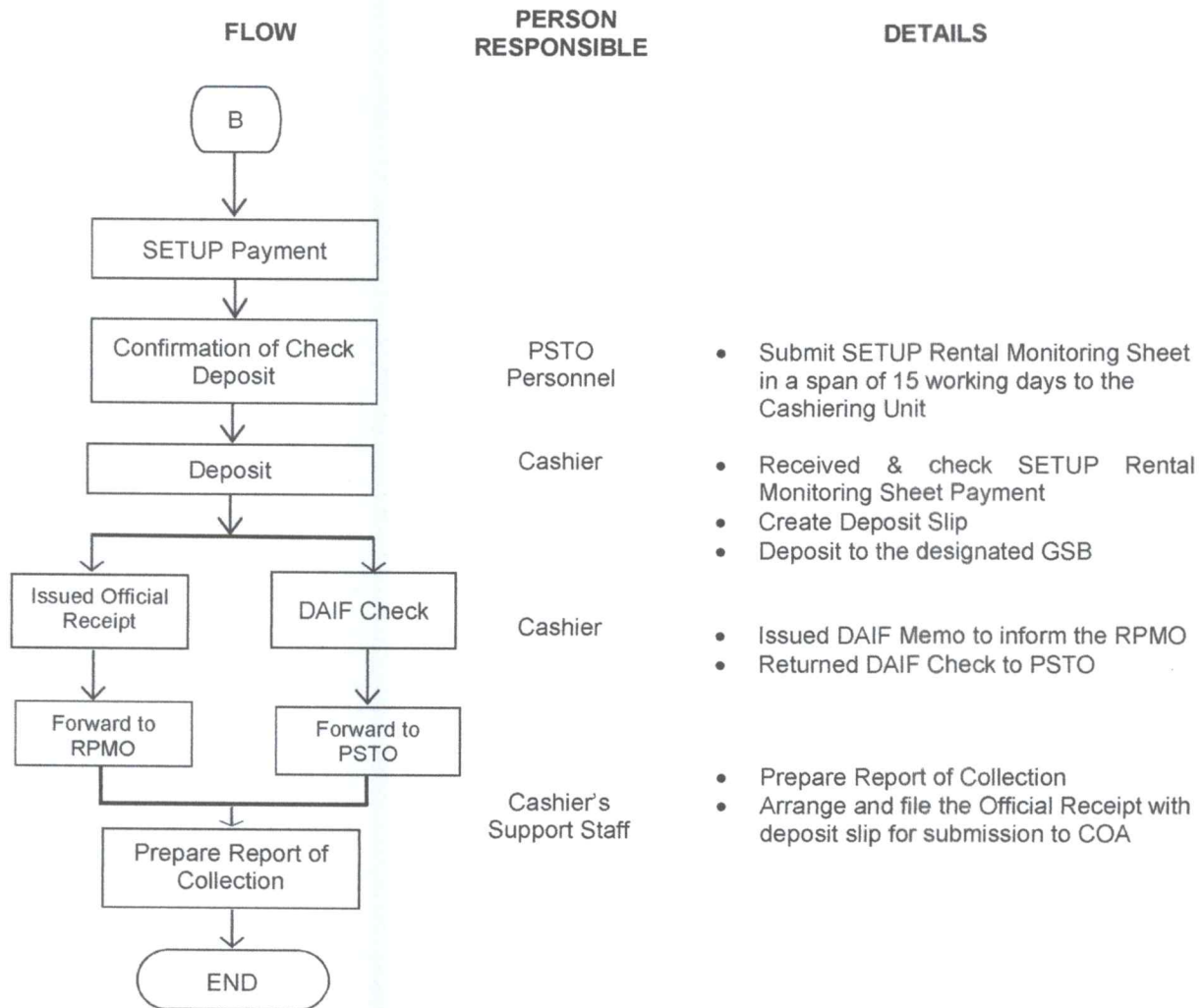
## 5.0 PROCEDURE



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## 6.0 PROCEDURE



## 7.0 RECORDS

- Official Receipts
- Deposit Slips

Prepared by:	Approved by:
Cashier III	Quality Management Representative