

## 1. ISSUANCE OF OFFICIAL RECEIPT

This procedure defines the actions and responsibilities of the Cash Head from issuance of official receipt for cash/check collections made by payor

<b>Office or Division:</b>		Cash Section		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen, G2G-Government to Government and G2B- Government to Business		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>1. One Copy of Order of Payment</b>		<b>Accounting Section</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Order of Payment signed by the Division Accountant	Issue Order of Payment	None	4 Minutes	Accounting Division
2. Present filled-out Order of Payment	Verify the completeness and accuracy of information contained in the Order of Payment	None	1 Minute	Administrative Officer IV- Cashier, Cashier Staff (bonded personnel)
3. Give the necessary payment to Collecting Officer either thru cash or check	Receive payment and write the payee details to the Official Receipt	Amount indicated to the order of payment	4 Minutes	Administrative Officer IV- Cashier, Cashier Staff (bonded personnel)
4. Verify data indicated in the Official Receipt	Issue the Official Receipt to the Payee	None	1 Minute	Administrative Officer IV- Cashier, Cashier Staff (Bonded personnel)

<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	
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