

## Posting / Updating of Disbursement

Updating of status of disbursement requests

<b>Office or Division:</b>	Budget Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	Oversight Agencies and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Reports of Check Issued (RCI)		Cashier's Office		
2. Report of Advice to Debit Account Issued (RADAI)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required reports (RCI and RADAI)	1.1. Receive the reports and record	None	3 minutes	Clerk
	1.2. Encode/post the data in RAOD and BMS	None	5 minutes	ADAS I / ADAS III
<b>TOTAL:</b>		<b>None</b>	<b>8 minutes</b>	