**1. COLLECTION FEES**

Collecting Fees from Stakeholders for their Respective Request

|  |  |
| --- | --- |
| **Office or Division:**  | Cashier’s Office |
| **Classification:** | Simple  |
| **Type of Transaction:** | G2C-Government to Citizen, G2B-Government to Business Entity, G2G-Government to Government |
| **Who may Avail:** | Student, Employees and External Clients  |
| **Checklist of Requirements** | **Where to Secure** |
| Assessment Form or Document Request Form (1 Copy – Original) | Registrar’s OfficeBusiness Office, Clinic, Auxiliary Office |
| Payment Slip (1 Copy – Original) |
| **Client Steps** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person/s Responsible** |
| 1. Presents Assessment Form/Identification Card or duly accomplished Payment Slip | 1. Receives Assessment Form/Identification Card or duly accomplished Payment Slip | It varies because of the number of pages, copies, and kind of request | 1 minute | Cashier or Cashier’s Staff |
| 2. Pays amount indicated in the Payment Slip | 2. Receives and Counts the MoneyPrints the Official Receipts | It varies because of the number of pages, copies, and kind of request | 1 minute | Cashier or Cashier’s Staff |
| 3. Receives Official Receipt / Change | 3. Signs and Issues Official Receipts and gives the change (If necessary) | None | 1 minute | Cashier or Cashier’s Staff |
| 4. Evaluates Employee in-charge using the CSM Form and Drop to suggestion Box | 4. Requires Client/s to evaluate employee in-charge | None | 2 minutes | Cashier or Cashier’s Staff |
|  | **Total:** |  | **5 minutes** |  |

**\*ALL FEES SHALL BE PAID ONLY AT THE CASHIER’S OFFICE\***

**2. RELEASING OF CASH**

Releasing of Cash for payment of Salaries & Financial Assistance / Scholarship

|  |  |
| --- | --- |
| **Office or Division:**  | Cashier’s Office |
| **Classification:** | Simple  |
| **Type of Transaction:** | G2C-Government to Citizen |
| **Who may Avail:** | Students, Faculty Members, Administrative Staff and External Clients |
| **Checklist of Requirements** | **Where to Secure** |
| School ID for Faculty, Administrative Staff, Students and Photocopy of School ID for Students (1 Copy – Original) | CSUIssuing Government Agencies |
| Any Valid ID for Other Clients (Company ID, Passport, Driver’s License, SSS, Comelec, GSIS, Philhealth, Postal ID and PRC License, etc.) (1 Copy – Original) |
| **Client Steps** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person/s Responsible** |
| 1. Presents School ID or any Valid ID for Student, Faculty Member, and Administrative Employee In case of Authorized Representatives: Authorization letter and Photocopy of ID (Authorizer & Authorized Person) | 1. Verifies the authenticity of the submitted photocopy of School ID Requires the Client to sign in the payroll | None | 1 minute | Cashier or Cashier’s Staff |
| 2. Signs the payroll | 2. Releases the cash/money | None | 1 minute | Cashier or Cashier’s Staff |
| 3. Receives, counts the money and evaluates Employee In-charge using CSM Form and Drop to Suggestion Box | 3. Requires client/s to evaluate employee in-charge | None | 3 minutes | Cashier or Cashier’s Staff |
|  | **Total:** |  | **5 minutes** |  |

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**3. PROCESSING OF CHECKS**

Prepare the checks for payment to suppliers/students/employees

|  |  |
| --- | --- |
| **Office or Division:**  | Cashier’s Office |
| **Classification:** | Simple  |
| **Type of Transaction:** | G2B - Government to Business Entity G2C – Government to CitizenG2G - Government to Government |
| **Who may Avail:** | Students, Faculty Members and Administrative Staff, Government agencies |
| **Checklist of Requirements** | **Where to Secure** |
| Voucher | Accounting Office |
| **Client Steps** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person/s Responsible** |
| Deliver vouchers  | 1. Received and log the vouchers  | None | 2 minutes | Cashier or Cashier’s Staff |
|  | 2.1. Prepares the Check2.2. Prepare advise and let the check be signed by signatories | None | 10 minute | Cashier or Cashier’s Staff |
| 2. Client receives the check and evaluates Employee In-charge using CSM Form and Drop to Suggestion Box | 3. Requires client/s to evaluate employee in-charge | None | 2 minutes | Cashier or Cashier’s Staff |
|  | **Total:** |  | **14 minutes** |  |

**4. RELEASING OF CHECKS**

Releasing of Checks for Students and Employees

|  |  |
| --- | --- |
| **Office or Division:**  | Cashier’s Office |
| **Classification:** | Simple  |
| **Type of Transaction:** | G2C-Government to Citizen |
| **Who may Avail:** | Students, Faculty Members and Administrative Staff |
| **Checklist of Requirements** | **Where to Secure** |
| School ID for Faculty, Administrative Staff and Students (1 Copy – Original) | CSUIssuing Agency |
| For Student Financial AssistanceColored Photocopy of School ID (2 Copies) with 3 specimen signaturesIn case of Representatives: (CHED Requirements)1. Special Power of Attorney2. Colored photocopy of school ID of the grantee with 3 specimen signatures, and3. Colored photocopy of the representative's ID with 3 specimen signatures. |
| **Client Steps** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person/s Responsible** |
| 1. Presents School ID or any Valid ID for Student, Faculty Member, and Administrative Employee In case of Authorized Representatives for Scholarship: (CHED Requirements)1. Special Power of Attorney2. Colored photocopy of school ID of the grantee with (3) specimen signatures, and3. Colored photocopy of the representative's ID with (3) specimen signatures | 1. Requires Client to sign in the received payment box of the disbursement vouchers  | None | 2 minutes | Cashier or Cashier’s Staff |
| 2. Signs in the received payment box of the disbursement vouchers | 2. Issues the Check | None | 1 minute | Cashier or Cashier’s Staff |
| 3. Client receives the check and evaluates Employee In-charge using CSM Form and Drop to Suggestion Box | 3. Requires client/s to evaluate employee in-charge | None | 2 minutes | Cashier or Cashier’s Staff |
|  | **Total:** |  | **5 minutes** |  |

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**5. RELEASING OF CHECKS**

Releasing of Checks for Suppliers & Other Government Agencies

|  |  |
| --- | --- |
| **Office or Division:**  | Cashier’s Office |
| **Classification:** | Simple  |
| **Type of Transaction:** | G2C-Government to Citizen, G2B-Government to Business Entity, G2G-Government to Government |
| **Who may Avail:** | External Clients |
| **Checklist of Requirements** | **Where to Secure** |
| Any Valid ID for Other Clients (Company ID, Passport, Driver’s License, SSS, Comelec, GSIS, Philhealth, Postal ID and PRC License, etc.) | Issuing Agency |
|  |
| **Client Steps** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person/s Responsible** |
| 1. Presents any Valid ID | 1. Requires Client to sign in the received payment box of the disbursement vouchers | None | 1 minute | Cashier or Cashier’s Staff |
| 2. Signs in the received payment box of the disbursement vouchers | 2. Requires Client to Issue Official Receipt | None | 1 minute | Cashier or Cashier’s Staff |
| 3. Issues Official Receipt | 3. Issues the Check | None | 1 minute | Cashier or Cashier’s Staff |
| 4. Receives the check and evaluates Employee In-charge using CSM Form and Drop to Suggestion Box | 4. Requires client/s to evaluate employee in-charge | None | 2 Minutes | Cashier or Cashier’s Staff |
|  | **Total:** |  | **5 minutes** |  |

**\*ALL FEES SHALL BE PAID ONLY AT THE CASHIER’S OFFICE\***