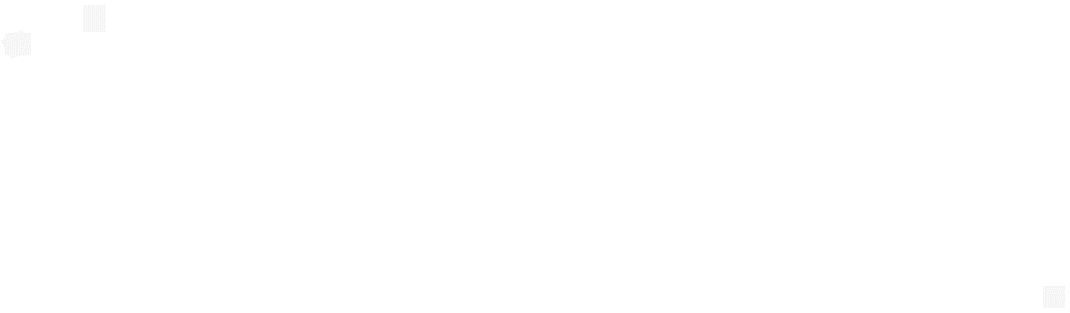
**1. COLLECTION FEES**

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 Office  Business 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 Money  Prints 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) | | CSU  Issuing 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** |  |

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

**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 Citizen  G2G - 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 Check  2.2. 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) | | CSU  Issuing Agency | | |
| For Student Financial Assistance  Colored Photocopy of School ID (2 Copies) with 3 specimen signatures  In case of Representatives: (CHED Requirements)  1. Special Power of Attorney  2. Colored photocopy of school ID of the grantee with 3 specimen signatures, and  3. 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 Attorney  2. Colored photocopy of school ID of the grantee with (3) specimen signatures, and  3. 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** |  |

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

**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\***