



CAVITE STATE UNIVERSITY – CCAT CAMPUS

CASHIER'S OFFICE

External and Internal Services



1. Cash Disbursement / Check Disbursement				
This procedure shows how payment obligation is made to employees/individuals/creditors for goods purchased or services rendered.				
Office or Division:	Cashier’s Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Employees, Students, Parent/Guardian, Graduates and General Public			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Valid identification Card			Claimant	
Authorization letter/Special Power of Attorney			Claimant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the disbursing officer on nature of claim and present valid ID/authorization.	1.1 Verify the name of the claimant on the list checks for release. Let the client sign on the payroll or voucher (if not available, inform the client). Verify the signature of the clients on the payroll/voucher. Counter sign on the side of the Disbursement Officer.	None	5 Minutes	<i>Disbursing Officer</i>



<p>2. Receive the cash from the disbursing officer and count it before leaving the counter.</p> <p>Receive check from the disbursing officer and verify the completeness of the entries.</p>	<p>2.1 Stamp “PAID” the payroll/voucher then file.</p> <p>2.2 Provide client with Stakeholders’ Feedback Form.</p>	<p>None</p>	<p>2 Minutes</p>	<p><i>Disbursing Officer</i></p>
	<p>TOTAL:</p>	<p>None</p>	<p>7 Minutes</p>	