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| CASH SECTION |
| TYPE OF FRONTLINE SERVICE | FORMS NEEDED | PROCESS | PROCESSING  | PERSON-IN-CHARGE |
| 1 | PAYMENTS OF REFUNDS FOR OVERPAYMENT OF SALARY/MOOE/ PROVIDENT LOAN AND BIDDING DOCUMENTS | ORDER OF PAYMENT FROM THE ACCOUNTING UNIT | * RECEIVE THE CASH/CHECK FROM THE PAYOR REPRESENTING THE COLLECTION
* ISSUES OFFICIAL RECEIPTS TO ACKNOWLEDGE RECEIPT OF CASH/ CHECK
* DEPOSIT DAILY ALL COLLECTION
 | 1 min3mins | AO IV AO IV  |
| 2 | RELEASING = PAYMENT THU CHECKS FOR PROVIDENT LOANS & MODIFIED DISBURSING SYSTEM AND PAYMENT THU LDDAP-ADA | * VALID ID/SPA
* OFFICIAL RECEIPTS/SALES INVOICE
 | * CHECK & VALIDATE THE DOCUMENTS
* CREDITORS WILL ISSUE OFFICIAL RECEIPTS/ INVOICE & SIGN BOX E OF THE VOUCHER
* PAYEE SIGN BOX E OF THE VOUCHER FOR PROVIDENT CHECK
* RELEASE THE CHECK
 | 1min1min2min3min | AOIV /ADAS IIAOIV /ADAS IIAOIV / ADAS IIAOIV / ADAS |
| 3 | RELEASE OF PAYROLL/PAYSLIP/ FORM 7 | VALID ID/ AUTHORIZATION FROM THE PSDS IN THE ABSENCE OF THE DISBURSING OFFICER. | * CHECK & VALIDATE THE DOCUMENTS PRESENTED.
* RECEIVE & SIGN THE RELEASING LOG BOOK
 | 1min3min | ADAS IIPrincipal / authorized teacher |