



Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
The Indigenous Peoples Education Hub
North Luzon

CASHIER SERVICES
Citizen's Charter

Title of Frontline Services	: Receipt of Payment; Check Making; Paying
Schedule of availability of service:	Monday – Friday, 8:00 am – 5:00 pm
Key Person	: Cashier
Who may avail of the service?	: Students, Employees and Stakeholders
What are the requirements?	: Assessment/Accomplished Forms/ID & Appropriate Documents

HOW TO AVAIL THE SERVICE

RECEIPT OF PAYMENTS


Step	Please follow these steps	It will take you	Please Approach
1	Present assessment /forms to cashier's window with your payment.	5-10 seconds	Cashier
2	Get your receipt.		

Check Making

Step	Please follow these steps	It will take you	Please Approach
1	Present the duly accomplish vouchers and its attachments to the cashier.	30 minutes	Cashier
2	Prepares checks and advice.		
3	Transmit for signature.		

Paying

Step	Please follow these steps	It will take you	Please Approach
1	Approach and present your ID and appropriate document to the cashier's window.	2 minutes	Cashier
2	Sign and received your check or money.		


Preceous Ayse D. Ramil
Cash Disbursing Officer

