



1. PAYMENT OF ENROLMENT FEES

During the enrolment period, students are required to pay the enrolment fees as stated in the assessed schedule of fees of the university. The Pre-School and CTL students are required to pay the assessed fees. The CTP and Graduate School students are required to pay the minimum amount of PHP5,000.

Office or Division:	Cashier			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All Pre-School, CTL, CTP, Graduate School Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance (completely signed)		Office of Student Services (OSS)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complied and completely signed Clearance	Receive and verify the Clearance	None	3 seconds	Cashier
2. Wait for the assessment of enrolment fees and the issuance of the Official Receipt	Enter the PWEBSS, make the assessment of enrolment fees and generate the Official Receipt	None	5-10 minutes	Cashier
3. Pay the enrolment fees in cash	Receive the cash payment	As per Approved Schedule of Fees	10-30 seconds	Cashier
4. Receive the Official Receipt for the payment made	Issue the Official Receipt for the payment received	None	3 seconds	Cashier



2. PAYMENT OF OTHER FEES

The university caters the other needs of students and of outside clients. Students may request for school documents like Transcript of Records, Certifications and Honorable Dismissal. Also, the university has Income-Generating Projects like canteen lease, dormitory bed space and sale of produce, wherein, the university may cater to outside clients.

Office or Division:	Cashier			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client G2B – Government to Business Entity G2G – Government to Government			
Who may avail:	All Students and Outside Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment		University Offices: Registrar's Office, Business and Development Office, Office of Students Services, Library, FMAS Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Order of Payment issued by a particular office	Receive and verify the Order of Payment	None	3 seconds	Cashier
2. Wait for the assessment of fees and the issuance of the Official Receipt	Enter the PWEBSS, make the assessment of fees, generate the Official Receipt and fill-up the Order of Payment (For Cashier's Use portion)	None	3-5 minutes	Cashier
3. Pay the assessed fees in cash	Receive the cash payment	As stated in the Order of Payment	10-30 seconds	Cashier
4. Receive the Official Receipt for the payment made and the Order of Payment filled with payment details	Issue the Official Receipt for the payment received and return the Order of Payment filled with payment details	None	3 seconds	Cashier



3. DISBURSEMENT OF CHECK

The disbursement of check for payment to payees are transactions involving inside and outside clients. Examples of these are: honorarium for services rendered, cash advance and reimbursement of travel or seminar expenses, scholarship refund, procurement of supplies and materials, janitorial and security service contracts and others.

Office or Division:	Cashier			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client G2B – Government to Business Entity G2G – Government to Government			
Who may avail:	Faculty and Staff, Parttimers, Students, Suppliers, Contractors, and Other Outside Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card/Residence Certificate		Issuing Government or Private Agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid Identification Card or Residence Certificate. In case of new transaction, photocopy is required.	Receive and verify the Identification Card or Residence Certificate presented.	None	3 seconds	Cashier
2. Fill-up and affix signature in Box E of Disbursement Voucher and sign the Logbook of Checks Issued.	Assist payee in filling-up of Disbursement Voucher and Logbook of Checks Issued	None	1-3 minutes	Cashier
3. Issue Official Receipt for the check payment received	Review the signed DV and Logbook of Checks Issued and ready the check for release	None	1-3 minutes	Cashier
4. Receive the check	Release the check	None	10 seconds	Cashier



4. DISBURSEMENT OF PETTY CASH

The petty cash fund is intended for the incurred expenses which amount to not more than One Thousand Pesos only. The disbursement of petty cash follows the usual procurement process and requirements but is being paid in cash.

Office or Division:	Cashier			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client G2B – Government to Business Entity G2G – Government to Government			
Who may avail:	Faculty and Staff, Parttimers, Students, Suppliers, Contractors, and Other Outside Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order or Request for Refund Form		Supply, Property and Management Office		
Official Receipt or Cash Sales Invoice		Issuing Agency or Establishment		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the duly accomplished and approved Purchase Order if requesting for cash advance or the approved Request for Refund Form with Official Receipt/Cash Sales Invoice if requesting for reimbursement.	Receive and verify the documents submitted.	None	15 seconds	Cashier
2. Affix signature in Box B of Petty Cash Voucher for cash advance or Box D for reimbursement.	Prepare the Petty Cash Voucher and affix signature as Payor.	None	3-5 minutes	Cashier
3. Receive the cash as cash advance or reimbursement of petty cash expense.	Prepare and release the cash.	None	20 seconds	Cashier

JUNE FAITH G. GUMBAN
Cashier

