



COLLECTION AND DISBURSEMENT UNIT

Title of Frontline Services	: Receipt of Payment; Check Making; Paying
Schedule of Availability of Service	: Monday – Friday (8am-5pm)
Key Person	: Cashier
Who may avail?	: Students, Employees & Stakeholders
What are the Requirements?	: Assessment / Accomplished Forms / ID & Appropriate Documents

HOW TO AVAIL OF THE SERVICES

RECEIPT OF PAYMENTS

Follow these steps	It will take you	Please approach
1. Present orders of payment/forms to cashier’s window with your payment.	5-10 seconds	Cashier
2. Get your receipt.		

ONLINE RECEIPT OF PAYMENTS

Follow these steps	Please approach
1. Receive online order of payment from the Accounting Office	Cashier
2. Verify online payment	
3. Issue/Send Official Receipt	

CHECK MAKING

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

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 R. CAÑETE
Cashier