



Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet
Tel (074) 422-2127 local 61

CASHIERING SERVICES

Service: **CASH DISBURSEMENT**

Schedule: **8:15 AM to 12:00 PM 1:15 – 5:00 PM; Monday to Friday except holidays. The service may not be available when disbursing officer in charge of cash is on leave or with official transaction with the bank.**

Clients: **Employees, Students, Parents/Guardians, Graduates, General Public**

Requirements: **Valid ID** (Any government issued ID, ex: PRC ID, Postal ID; Company/employer ID; School ID; Major Credit Card with picture)

Authorization (If claiming cash in behalf of a company or another person)

Official Receipt (Required to suppliers and other creditors)

Processing: **10 minutes**

PROCEDURES:

STEP	CLIENT	SERVICE PROVIDER	DURATION (under normal condition)	FEES	PERSON RESPONSIBLE	FORM
1	Inform the disbursing officer on nature of claim and present Valid ID/Authorization/Official Receipt.	Verify if the cash being claimed is available. If it is available, let the client sign on the "received" portion of the Payroll. If it is not yet available, inform the client.	4 minutes	None	Disbursing officer	Valid ID
2	Sign the "received" portion of the Payroll presented by the disbursing officer.	Verify the signature of the client on the Payroll against the client's Valid ID.	4 minutes	None	Disbursing officer	Payroll Valid ID
3	Receive the cash and count to check accuracy before leaving the table of the disbursing officer .	File the payroll.	2 minutes	None	Disbursing officer	None
END OF TRANSACTION						



Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet
Tel (074) 422-2127 local 61

CASHIERING SERVICES

Service: **CHECK DISBURSEMENT**
Schedule: **8:00 AM to 5:00 PM No Noon Break; Monday to Friday except holidays**
Clients: **Creditors, Suppliers, Employees, Students, Parents/Guardians, Graduates, General Public**
Requirements: **Valid ID** (Any government issued ID, ex: PRC ID, Postal ID; Company/employer ID; School ID; Major Credit Card with picture)
Authorization (If claiming cash in behalf of a company or another person)
Official Receipt (Required to suppliers and other creditors)
Processing: **10 minutes**

PROCEDURES:

STEP	CLIENT	SERVICE PROVIDER	DURATION (under normal condition)	FEES	PERSON RESPONSIBLE	FORM
1	Inform the disbursing officer on nature of claim and present Valid ID and Authorization if claiming in behalf of a company or another person.	Verify if the check being claimed is available. If it is available, let the client sign on the "received" portion of the Disbursement Voucher. If it is not yet available, inform the client.	4 minutes	None	Disbursement teller	Valid ID Authorization
2	Sign the "received" portion of the Payroll presented by the disbursing officer. Issue Official Receipt (for suppliers and other creditors).	Verify the signature of the client on the Disbursement Voucher against the client's Valid ID. Require Official Receipt if client is a supplier/creditor. Release check.	4 minutes	None	Disbursement teller	Disbursement Voucher/ Official Receipt of client
3	Receive the check.	File Disbursement Voucher.	2 minutes	None	Disbursement teller	Disbursement Voucher
END OF TRANSACTION						



Republic of the Philippines
BENGUET STATE UNIVERSITY
 La Trinidad, Benguet
 Tel (074) 422-2127 local 61

CASHIERING SERVICES

Service: **COLLECTION OF FEES**
 Schedule: **8:00 AM – 5:00 PM No Noon Break; Monday to Friday except holidays**
 Clients: **Students, Parents/Guardians, Leasees, Graduates, Admission Applicants, General Public**
 Requirements: **Valid ID (Any government issued ID, ex: PRC ID, Postal ID; Company/employer ID; School ID; Major Credit Card with picture),
 Statement of Account and Assessment Form**
 Processing Time: **10 minutes**

PROCEDURE:

STEP	CLIENT	SERVICE PROVIDER	DURATION (under normal condition)	FEES	PERSON RESPONSIBLE	FORM
1	Present Valid ID and Assessment Form or Statement of Account to the collecting officer.	Compare the amount indicated on the client's Assessment Form or Statement of Account to the amount indicated in the SIAS. If the amount matches, proceed to step 2, if the amount does not match, advise client to update account at the Accounting Office.	1 minute	None	Collecting officer	Assessment Form/Statement of Account
2	Pay amount indicated in the Statement of Account/ Assessment Form	Receive and record payment at the collection system.	7 minutes	Amount indicated on the Statement of Account or Assessment Form	Collecting Officer	
3	Receive the Official Receipt and change if any. Count change for accuracy before leaving the counter.	Hand client's copy of the Official Receipt. Segregate the duplicate and triplicate.	2 minutes	None	Collecting Officer	Official Receipt
END OF TRANSACTION						



Republic of the Philippines
BENGUET STATE UNIVERSITY

La Trinidad, Benguet
Tel (074) 422-2127 local 61

CASHIERING SERVICES
