

10. DISBURSEMENT OF CASH AND CHECKS AS PAYMENT FOR OBLIGATIONS TO CLAIMANT

Office or Division:	City Treasury Department – Cash Division			
Classification:	Simple Transaction			
Type of Transaction:	Disbursement of Cash and Checks			
Who may avail:	Employees, Individuals, Suppliers/Contractors, Government Agencies/GOCCs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a.) 2 Valid IDs				
b.) Official Receipt/Acknowledgment Receipt				
c.) Authorization Letter and/or Special Power of Attorney and Photocopy of ID of the owner and representative (if other than the payee)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
To claim check payment, proceed to the Cashier's Window C & D, present 2 valid IDs, sign the voucher and attached Official Receipt.	Disbursing Officer validates IDs and Official Receipts.	None	9 minutes	Disbursing Officer
	Disbursing Officer issues check.	None	30 seconds	Disbursing Officer
	Disbursing Officer secures signature of the claimant on the voucher.	None	30 seconds	Disbursing Officer
To claim cash payment, proceed to the Cashier's Window A & B and sign the payroll.	Disbursing Officer confirms name of the claimant on the payroll list and secures signature.	None	3 minutes	Disbursing Officer
	Disbursing Officer disburses cash.	None	2 ½ minutes	Disbursing Officer
	Disbursing Officer secures signature of the claimant.	None	30 seconds	Disbursing Officer
-End of Transaction-				