

## 2. REVIEW OF VOUCHERS/ALOBS AND OTHER RELATED DOCUMENTS

Various Departments/Offices/Units, employees and suppliers/contractors who have business transactions in the City Government.

<b>Office or Division:</b>	<b>City Administrator's Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Department Heads/Section Chiefs, employees and suppliers/contractors who have business transactions in the City Government.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Vouchers/PR/ALOBs		Accounting Department/other Departments or Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits documents	Receiving/Submission of various Documents (e.g. Vouchers/PR/ALOBs and Other related documents)	none	5 minutes	Administrative Aide
	2. Validation of documents		10 minutes	Executive Assistant
	3. Approval/Disapproval of request		1 hour	City Administrator
	4. Recording and Releasing of documents		3 minutes	Administrative Aide

**END OF TRANSACTION**