



CASHIERING SERVICES

COLLECTION OF FEES

Schedule of Availability of Service: **8:00 AM – 5:00 PM (Monday - Saturday)**
 Clients/Customers: **Students and Outside Clients**
 Requirement/s: **Assessment of Fees/Order of Payment**
 Processing Time: **3 minutes**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents Assessment of Fees or duly accomplished Order of Payment	Receives Assessment of Fees/Order of Payment and fills out Official Receipt	1 – minute	None	Geraldine G. Orel	Assessment of Fees/ Order of Payment
2	Pays amount indicated in the Assessment of Fees/Order of Payment	Receives the money and counts the payment	1 – minute	None	Geraldine G. Orel/Editha S. Sanchez	N o n e
3	Receives Official Receipt/ Change	Issues Official Receipt and gives the change (if necessary)	1 – minute	None	Geraldine G. Orel/Editha S. Sanchez	N o n e
End of Transaction						





CASHIERING SERVICES

RELEASING OF CASH

Schedule of Availability of Service: **8:00 AM – 5:00 PM (Monday - Friday)**
 Clients/Customers: **Students, Faculty Members, Administrative Staff and Outside Clients**
 Requirement/s: **School Identification Card for Students and any valid I.D. for other clients (Company I.D. Passport, Driver's License, SSS, COMELEC, GSIS, Philhealth Postal I.D. and PRC License)**
 Processing Time: **2 minutes**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents two valid IDs for outside clients and school I.D. for Faculty, administrative staff and Students	Requires clients to sign in the payroll	1 – minute	None	Editha S. Sanchez	None
2	Receives money	Counts and releases money	1 – minute	None	Editha S. Sanchez	None

End of Transaction





CASHIERING SERVICES

RELEASING OF CHECKS

Schedule of Availability of Service: **8:00 AM – 5:00 PM (Monday - Friday)**
 Clients/Customers: **Students, Faculty Members, Administrative Staff and Outside Clients**
 Requirement/s: **School Identification Card for Students and any valid I.D. for other clients (Company I.D. Passport, Driver's License, SSS, COMELEC, GSIS, Philhealth Postal I.D. and PRC License)**
 Processing Time: **3 minutes**

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents two valid ID's for suppliers and school I.D. for faculty, administrative staff and students	Requires clients to sign the Received Payment box of the disbursement voucher	1 – minute	None	Editha S. Sanchez	None
2	Issues Official Receipt (for Suppliers, Remittances and Billings)	Receives Official Receipt (for Suppliers, Remittances and Billings)	1 – minute	None	Editha S. Sanchez	None
3	Receives check	Releases check	1 – minute	None	Editha S. Sanchez	None

End of Transaction





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CASHIERING SERVICES



University Vision
Transforming lives by
educating for the best.

Geared Towards Excellence