



CASHIERING SERVICES

Cashiering Services RELEASING OF CHECKS

Schedule of Availability of Service: 7:00 am to 11:00 am – 1:00pm to 5:00 pm (Monday - Friday)
 8:00 am – 4:00 pm (Saturday as required)

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 two valid I.D'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	MYRA B. DULDULAO	None
2	Issues Official Receipts (for Suppliers, Remittances and Billings)	Receives Official Receipts (for Suppliers, Remittances and Billings)	1 – minutes	None	MYRA B. DULDULAO	None
3	Receives check	Release check	1 – minute	None	MYRA B. DULDULAO	None
End Process						





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Cashiering Services RELEASING OF CHECKS

Schedule of Availability of Service: 7:00 am to 11:00 am – 1:00pm to 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 I.D’s for outside client and school I.D for faculty, administrative staff and students	Requires clients to sign in the payroll	1 – minute	None	MYRA B. DULDULAO	None
2	Receives money	Counts and releases money	1 – minutes	None	MYRA B. DULDULAO	None
End Process						





CASHIERING SERVICES

Cashiering Services COLLECTION OF FEES

Schedule of Availability of Service: 7:00 am to 11:00 am – 1:00pm to 5:00 pm (Monday - Friday)
 8:00 am – 4:00 pm (Saturday as required)

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 Receipts	1 – minute	None	MYRA B. DULDULAO	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 – minutes	None	MYRA B. DULDULAO	None
3	Receives Official Receipts/ Change	Issue Official Receipt and gives the change (if necessary)	1 – minute	None	MYRA B. DULDULAO	None
End Process						





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