



# University Business Office

## B. SELLING OF ORGANIZATIONAL SHIRTS, BOOKS AND OTHERS

Availability of Service: Monday to Friday 8:am - 5pm

Clients: Students, Employees, Suppliers, NGA's, NGO's, and partner Agencies

Requirements: A. Official Receipt, B. Delivery Slip

Processing Time: 2-3 minutes

STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
1	Place/Order item(s) to buy	Checks/Verifies availability of item(s) ordered  Issues Payment/Order Slip and directs the client to pay at the Cashier's Office	1 - 2 minutes	It Varies	Jocelyn Jacqueline Evelyn Longina	Payment/ Order Slip
2	Presents the Official Receipt of payment to the Business Staff	Issues Delivery Slip and the item(s)	1 minute	It Varies	Jocelyn Jacqueline Evelyn Longina	Official Receipt

NO ENTRY



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STEP	CLIENT/ APPLICANT	SERVICE PROVIDER	DURATION	FEE	PERSON/S RESPONSIBLE	FORM
1	Present the Official Receipt and Registration Form to the Business Staff	<p>Verifies if payment for school uniform is included in the client's official receipt</p> <p>Refers to the Registration Form for additional information if needed</p> <p>Check if items and sizes needed are available</p> <p>If available, issues Delivery Slips and items.</p>	2 - 3 minutes	It Varies	Jocelyn Jacqueline Evelyn Longina	Registration Form/ Official Receipt

NO ENTRY