



<p>3. Recordings of Fund transfer made, Banks request to debits, and other Journal Vouchers that needs adjustments.</p> <p>4. Recordings of accounts that are terminated or Interest that needs to be rolled over.</p>	<p>indicating the total amount of collections that are deposited in the different bank accounts.</p> <p>3. Examine the validity of the transactions that needed some adjustments or corrections.</p> <p>4. Validate the summary of bank accounts, notice to terminates and period contracts, decision are being made whether to terminate of roll-over the interest earned for a particular period.</p>		<p>10 minutes</p> <p>10 minutes</p>	<p>Cashier/Accountable officer/Accountant</p> <p>Cashier/Accountable officer/Accountant</p>
Total			50 minutes	

RELEASING OF CHECKS PREPARED

Checks approved and signed by the different signatories are being released. Official Receipts from different contractors or suppliers by the City Government are strictly required.

Office or Division:		Cash Division		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizen		
Who may avail:		All Quezon City Contractors and Suppliers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt.		Their respective office premises		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Proceed to Cash Division's accountable officers.</p> <p>1.1 Present and write in the official receipt the details of the checks, received from what agency, the date and other important details required.</p>	<p>1. Verify the particulars indicated in the official receipt.</p> <p>1.1 Verify the date of the check if it is still not yet staled.</p> <p>1.2 Secure the representative's signature on the cashier's book indicating the date the check</p>		10 minutes	Cashier/Accountable officer