



COLLECTION OF BID DOCS

Bid Docs payments are collected through manually issued Accountable Form No.51 (AF51) as official receipts

Office or Division:	Cash Division – Payment Lounge Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Interested Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Computerized Bid Documents.		Bids and Awards Committee		
2. Cash/ Manager and / or Cashier Check		Interested Bidders		
CLIENT STEPS	AGENCY ACTION.	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Taxpayer's Payment Lounge. 1.1Present the approved Computerized Bid Docs order of payment and pay the required amount. 1.2Receive the manually issued Accountable Form No.51 (AF51) official receipts.	1. Accept the approved computerized Bid Docs order of payment. 1.1Verify the existence of assessment and encode the amount tendered *for check payment, encode the amount, bank name, check number and date. 1.2 Manually issued Accountable Form No.51 (AF51) official receipts.		1.One tax bill takes 10 minutes to process and it constantly increases depending on the bulk of the tax bills provided by the business owner	Local Revenue Collection Officer Contractor/ Bidders in the Payment Lounge
Total			10 minutes /bulk dependent	

REMITTANCE OF CASH COLLECTION

Bonded Collectors shall prepare the Report of Collection and Deposits (RCD) in 5 copies and remit / turn-over intact all collections (cash, checks and tax credit memos) to the liquidating officers at the Cash Division.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	All Quezon City Bonded Collectors and Barangay Treasurer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Report of Collection and Deposits (RCD)		Accountable Officer		
2.Issued or duplicate copy of Official receipt		Accountable Officer		
3.Order of payment		Revenue Generating Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.For AF51 users, submit a duplicate copy of issued official receipt with attached	1.Verify the accuracy of the amount collected		30 minutes to process and it constantly	Collection Officer and Verifier from the Fiscal



order of payment and present the Report of Collection and Deposits (RCD).	based on the submitted duplicate issued Official Receipts and order of payment.		increases depending on the bulk of the receipts and order of payment provided by the Collection Officer	Verification Section
2. Receive the RCD with the initial signature of the verifier.	2. Sign the RCD of the accountable officer upon checking the completeness and accuracy of the declared collection.		5 minutes	Verifier Fiscal Verification Section
3. Proceed to the Cashier for the remittance of collection 3.1 Receive the signed RCD as proof of remittance.	3. Receive and count the cash/check remitted. 3.1 Release the signed RCD.		10 minutes	Collection Officer and Cashier from Cash Division
Total			45 minutes	

RECORDING OF DAILY TRANSACTIONS IN CASH BOOKS

The Treasurer shall maintain this record to monitor the cash in bank balance as of specific date. All transactions for the day shall be recorded immediately.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Cash Bookkeeper/Cashier/Accountant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Cash books of different fund account (e.g. General Fund, Trust Fund and other special accounts).		Cash Book Locker		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. After the checks are prepared, It should be recorded in cash books stating its amount, payee, the date of checks and corresponding reference or T.V number.	1. Validate first the series of check number if its correspond with the previous checks that had prepared 1.2 At the end of the day, prepare summary of all checks issued for the day.		10 minutes	Cashier/Accountable officer/Accountant
2. Recording of RCD's.	2. Record the summary report that prepared		20 minutes	Cashier/Accountable officer/Accountant