NATIONAL HEADQUARTERS Cashier Section

ISSUANCE OF OFFICIAL RECEIPT

The Official Receipt is issued to BuCor employees, clients and other payor regarding collection payment of BuCor Operating Income.

Office or Division	Cashier Section		
Classification	Simple		
Type of Transaction	G2G, G2B		
Who may avail	BuCor employees, clients and other payor		
	WHERE TO SECURE		
CHECKLIST REQUIREMENTS	WHERE TO SECURE		
CHECKLIST REQUIREMENTS REPRESENTATIVE	WHERE TO SECURE		

CLIENTS STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Obtain Order of Payment from the Accounting Division	Post in Official Receipt payment made including payor and amount to be paid in cash or check	None	5 minutes	Collecting Officer, Cashier's Office
2.	Pay the amount of transaction	2.Count money received and reconcile with the amount that should be paid.	None	8 minutes	Collecting Officer, Cashier's Office
3.	Obtain the Official Receipt	3.Issue the Official Receipt to the client	None	2 minutes	Collecting Officer, Cashier's Office
	TOTAL:		None	15 minutes	