

## ISSUANCE OF OFFICIAL RECEIPT

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

<b>Office or Division</b>	Cashier Section
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G, G2B
<b>Who may avail</b>	BuCor employees, clients and other payor
<b>CHECKLIST REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>REPRESENTATIVE</b>	
<b>Order of payment and other supporting documents</b>	BuCor Accounting Division

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1.</b>	Obtain Order of Payment from the Accounting Division	None	5 minutes	Collecting Officer, Cashier's Office
<b>2.</b>	Pay the amount of transaction	None	8 minutes	Collecting Officer, Cashier's Office
<b>3.</b>	Obtain the Official Receipt	None	2 minutes	Collecting Officer, Cashier's Office
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes</b>	