



**6. Release checks to clients, payment of statutory remittances, utilities, and other suppliers. Write the control number, stamp "PAID" and date paid and prepare list of paid disbursement vouchers**

Obligations of the Provincial Government of Bataan that are paid in checks. These obligations vary from payment of goods and services, subsidies to other government agencies, financial assistances, employees salaries, employee allowances, tax refunds, and cash advances. The first two obligations require the issuance of an official receipt from the payee.

<b>Office or Division:</b>	Office of the Provincial Treasurer/Disbursement Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client / G2B-Government to Business Entity / G2G- Government to Government
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Financial Assistance</b> Valid government issued identification card (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
<b>Employee-related obligations</b> Identification card issued by the organization they belong to (1 original)	Provincial Government of Bataan, the organization they belong to
<b>Financial Assistance or employee representative</b> Valid government issued identification card of the representative (1 original) Letter of Authorization (1 original) One photocopy of valid government issued identification card of client being represented	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG Client being represented BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
<b>Supplier / Service Provider / Government Agencies</b> Identification card issued by the organization being represented (1 original) Official receipt with the name of the organization being represented (1 original)	Organization being represented Organization being represented

CLIENT STEPS	AGENCY ACTION	FESS TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Provides name of client, valid ID, and copy of authorization letter if applicable	1. Receives ID and verifies client's identity	None	2 minutes	<i>Administrative Assistant I</i> Disbursement Division
2. None	2. Searches for client's disbursement voucher	None	1 minute	<i>Administrative Assistant I</i> Disbursement Division
3. Receives disbursement voucher	3. Verifies check details and transfers to client if correct	None	1 minute	<i>Cashier IV</i> Disbursement Division
4. Issues official receipt, if applicable	4. Verifies that the details of the official receipt is correct and attaches receipt to the disbursement voucher	None	2 minutes	<i>Cashier IV</i> Disbursement Division



CLIENT STEPS	AGENCY ACTION	FESS TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
5. Fills up the 'Payment' part of the voucher monitoring form, write their signature over printed name and date in box E of the disbursement voucher	5. Verifies that the client's signature on the disbursement voucher matches their signature in their provided ID.	None	2 minutes	<i>Cashier IV</i> Disbursement Division
6. Fills up the check release log with their signature over printed name and date	6. Verifies if the client's signature on the log check release log matches their signature in their provided ID	None	2 minutes	<i>Cashier IV</i> Disbursement Division
7. Receives check	7. Writes control number and date of check issuance on the disbursement voucher	None	2 minutes	<i>Cashier IV</i> Disbursement Division
8. None	8. Prepares/updates list of released checks	None	2 minutes	<i>Local Treasury Operations Officer I</i> Disbursement
9. None	9. Stamps "PAID" and date paid on the disbursement voucher and its attachments * Financial Assistance  * Other Transactions	None	8 minutes	<i>Administrative Assistant I</i> Disbursement Division  <i>Bookbinder II</i> Disbursement Division
<b>TOTAL:</b>		<b>None</b>	<b>22 minutes</b>	