

1. Disbursement of Vouchers

All financial aid recipients and payees with approved vouchers are paid on a cash basis/check.

Office/Division:	Municipal Treasury Office			
Classification:	<i>Simple</i>			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All financial aid recipients and payees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Financial Assistance				
Approved vouchers (Original)		Recipient		
Valid ID (Original)		Recipient		
Authorization letter in the absence of the recipient (Original)		Recipient		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present approved voucher for verification.	1. Verify the Voucher for payment	None	1 Minute	<i>Administrative Asst. Window 9</i> Treasury Office
2. Present Valid ID	2. Verify the ID presented	None	1 Minute	<i>Administrative Asst. Window 9</i> Treasury Office
3. Affix the signature in the voucher and receive payment	3. Make the client sign in the voucher and release the cash/check assistance	None	2 Minutes	<i>Administrative Asst. Window 9</i> Treasury Office
TOTAL:		None	4 Minutes	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Payees (suppliers, contractors and service providers)			
Approved vouchers (Original)		Municipal Treasury Office	
Official Receipts (Original)		Recipient	
Valid ID (Original)		Recipient	

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present approved voucher for verification.	1. Verify the Voucher for payment	None	1 Minute	<i>Admin. Aide III</i> in front of the Mun. Treasury Office
2. Present Valid ID	2. Verify the ID presented	None	1 Minute	<i>Admin. Aide III</i> in front of the Mun. Treasury Office
3. Affix the signature in the voucher and receive payment	3. Make the client sign in the voucher and release the cash/check assistance	None	2 Minutes	<i>Admin. Aide III</i> in front of the Mun. Treasury Office
TOTAL:		None	4 Minutes	