



14. Collection of Agency Allowances

Guidelines, Procedures and Instructions in the Collection of Income and Fees.

Office or Division:	Cash Division, FMS			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Clients/Representatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Check/Deposit Slip/LDDAP-ADA, Disbursement Voucher (one photocopy)		Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Check payment issued by the Client Agency and Disbursement Voucher	1.1. Verifies if all the necessary documents are complete	None	10 Minutes	<i>Collecting Officer</i> in Cash Division



	1.2. Issues an Official Receipt			
2. Presents Deposit Slip/LDDAP-ADA and Disbursement Voucher	2.1. Makes a request to the Government Servicing Bank for the Snap Shot to confirm the deposit	None	2 Days	<i>Collecting Officer</i>
	2.2. Issues an Official Receipt			
Total Processing Time			2 days, 10 minutes	