



TREASURY DEPARTMENT

Internal Services

1. CASH RECEIPTS FROM VARIOUS CLIENTS					
<i>Cash Receipts pertains to actual acceptance/acknowledgement of payments being tendered by NHA clientele at the Main Office</i>					
Office or Division:		CASHIERING DIVISION, TREASURY DEPARTMENT			
Classification:		Simple			
Type of Transaction:		G2G (Government to Government), G2C (Government to Client); G2B (Government to Business)			
Who may avail:		All concerned NHA Employees; NHA Clientele; Other Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1.Order of Payment- Copy 1-Treasury Department Copy 2- Payor			1. Accounting Department/Finance of the Operating Units		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Presents the Order of Payment to the Receiving Cashier at Treasury Department together with the cash/check payment.	1.1 Receives Order of Payment/Cash payments. Detects the authenticity of bills payment. In case of check payment, verifies data reflected therein but not limited to the following in compliance to existing rules and regulations: 1.1a) Date of the Check, seeing to it that is not postdated; 1.1b) Amount in words and in figure tally; 1.1c) The check was drawn/signed by the awardee among others .	None	10 minutes per payment	Cashier A/SG16 Cashiering Division
		1.2 If the aforementioned documents are in order, Cashier acknowledges payment received, and issues validated Official Receipt to the Payor/Client.	None	5 minutes per Official Receipt	Cashier A/SG16 Cashiering Division
		TOTAL		15 minutes per payment/OR	