



## TREASURY DEPARTMENT

### Internal Services

<b>3. RELEASE OF CHECKS</b>	
<i>Release of checks pertains to actual payment to concerned payees/claimants for goods and services rendered</i>	
<b>Office or Division:</b>	CASHIERING DIVISION, TREASURY DEPARTMENT
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G (Government to Government), G2C (Government to Client); G2B (Government to Business)
<b>Who may avail:</b>	All concerned NHA Employees; NHA Clientele; Other Government Agencies
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Official Receipt (OR)/Sales Invoice (SI)/Cash Invoice (CI)/Acknowledgment Receipt(AR)/Collection Receipt (CR) Copy 1 - Original Copy to be attached to the corresponding paid Disbursement Voucher	From the Claimant
2. Duly notarized Special Power of Attorney (SPA)/Secretary's Certificate (for Corporation) designating an authorized representative to receive/collect check/s and issue corresponding Official Receipts and other valid Receipts as applicable, executed by claimant/payee in the event that the claimant/payee cannot personally claim/collect subject check; Copy 1 - Original Copy - Treasury Department File/Record Copy 2 - Certified True Copy - Treasury Department to be attached to the paid Disbursement Voucher.	
3. Duly notarized Authorization Letter/ SPA (for employees) designating an authorized representative, preferably next of kin/immediate family member) to receive/collect/claim checks Copy 1 - Original Copy - Treasury Department File/Record Copy 2 - Certified True Copy - Treasury Department to be attached to the corresponding paid Disbursement Voucher.	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
4. Photocopy of two (2) valid Identification Cards, preferably government-issued, of both the Principal and the Authorized Representative/Atty-in- Fact (frontal and dorsal, clearly reflecting therein their signatures) (1 copy each with original signature of the both the Principal and the Authorized Representative) Copy 1 - Treasury Department File/Record Copy 1 - Treasury Department to be attached to the corresponding paid Disbursement Voucher		From the Claimant			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Claims check/s <i>Note: Claimant will be notified in writing or thru telephone on the availability of check for release</i>	1.1. Provides client with Check Release Form (CRF) for the client to accomplish.	None	5 mins per check ( including assistance in the proper filling-up of the form)	Cashier A/SG16 Cashiering Division
2	Fills up the "Check Release Form (CRF)".  Presents requirements needed for the release of check stated above for evaluation/processing.  <i>Note: Claimants should put a "check" mark on the space provided at the upper right corner of the CRF, as applicable.</i>	2.1 Receives duly accomplished "Check Release Form" from the client and other pertinent documentary requirements for evaluation. If documents were found in order, request the claimant to: 2.1a) issue the corresponding OR/SI/CI/AR/CR, as applicable; 2.1b) fill -out the space provided at the bottom portion of the DV, such as: 2.1b1) Date/Number/Amount of Check (in words/figure) 2.1b2) OR/SI/CI/AR/CR Number/Date 2.1c) sign the DV on the space provided at the bottom portion/Check Register acknowledging receipt of payment.	None	10 mins per check	Cashier A/SG16 Cashiering Division



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3	Issues corresponding Official Receipt/Acknowledgement Receipt, Sales Invoice/Cash Invoice, etc. as applicable affix signature on the Check Register, space provided at the bottom of the DV, Check Register, for payment received from NHA	3.1. Upon completion of activities stated in no. 2.1, the check is released to the claimant/authorized representative, together with a copy of the <i>paid DV/Memo for Payment, etc, for reference purposes of the claimant, (Note: Concerned initiating Unit shall likewise be furnished with copies of the same documents in compliance to MC 1473).</i>	None	5 mins per check	Cashier A/SG16 Cashiering Division
		<b>TOTAL</b>		<b>20 minutes per check</b>	