



## ACCOUNTING DEPARTMENT

### Internal Services

<b>9. REQUEST FOR COPY OF ACCOUNTING DOCUMENTS/RECORDS</b>					
The information is issued to client needing the readily available accounting documents/records					
<b>Office or Division:</b>		ACCOUNTING DEPARTMENT			
<b>Classification:</b>		Simple/Complex			
<b>Type of Transaction:</b>					
<b>Who may avail:</b>		NHA employees/COA			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Letter Request (1 original copy)			Requesting party		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit Letter Request indicating the reason for request	1.1 Receive and record the request	None	5 minutes	Administrative Staff
		1.2 Evaluate & transmit the request to the Division concerned: General Accounting Division (GAD) Disbursement Control Division (DCD) Branch Accounting and Property Division (BAPD)	None	10 minutes	
		1.3 Retrieve copy of documents/records and prepare RDTF	None	1 day	Division concerned
		1.4 Approve the release of copy of documents/records	None	5 minutes	
		1.5 Release copy of documents/ records	None	5 minutes	
<b>TOTAL</b>			<b>None</b>	<b>1 day &amp; 25 mins.</b>	