



25. Preparation of Checks for release to the different payees of the Municipal Government.

The Office of the Municipal Treasurer issues checks to approved disbursement vouchers. Approved checks are released to different payees of the Municipal Government.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement vouchers with complete supporting documents.		Office of the Municipal Accountant		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Forward disbursement vouchers with complete supporting documents for signature of the Municipal Treasurer	1. Review as to the correctness and completeness of documents. 1.1 Preparation of check. 1.2 Approval and signature of the check by the Municipal Treasurer.	None	6 Minutes	<i>Administrative Aide VI</i> Office of the Municipal Treasurer
	2. Record the check in the corresponding check register. 2.1 Release the check to the payees.	None	4 Minutes	<i>Administrative Officer I</i> Office of the Municipal Treasurer
	TOTAL	None	10 Minutes	