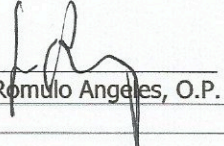


Procedure No:	ADM-PROC-FNR-0005
Procedure Title:	Payment Processing Procedure
Related Policy:	ADM-POL-FNR-0005 Receiving of Merchandise and Payment Processing Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This details receiving, verification and payment process of the Colegio to its accredited suppliers.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	Step 1. The Property Assistant forwards the Receiving Report, Delivery Receipt, Supplier's Invoice, and Property Control Form to the Accounting Office. Step 2. The Voucher Clerk receives the documents and prepares the check for payment. Step 3. The Vice President for Financial Affairs approves and signs the check. Step 4. The check is forwarded to the Cashier's Office for releasing.
Procedure Approval Authority:	Finance and Resources Director
References:	Receiving Report Delivery Receipt Supplier's Invoice Property Control Form
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval:	

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