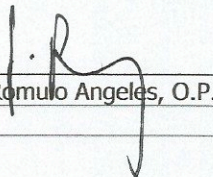


Procedure No:	ADM-PROC-FNR-0010
Procedure Title:	Preparation of the Bookstore's Cash Disbursement Book
Related Policy:	ADM-POL-FNR-0011 Cash Disbursements Book Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This procedure details the requirements, preparation and distribution of copies of the Cash Disbursement Book.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. The Bookkeeper secures a duplicate copy of the Report of Disbursements from the Accounting Office.</p> <p>Step 2. The Bookkeeper records the data of all the Paid Check Vouchers of the Bookstore to the Cash Disbursement Book.</p> <p>Step 3. The Bookkeeper forwards Cash Disbursement Book and the duplicate copy of the Report of Disbursements to the Section Head of the Bookstore.</p> <p>Step 4. The Section Head of the Bookstore reviews the Cash Disbursement Book.</p>
Procedure Approval Authority:	Finance and Resources Director Vice President for Financial Affairs
References:	
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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