



5. Preparation and encashment of cash advances, payment of various obligations to clients, preparation of Replenishment of Cash Advance report and disbursement voucher

Obligations of the Provincial Government of Bataan that are paid in cash. These obligations are mostly donations, reimbursements, refunds, or first salaries. They either have designated funds, or are compiled and included in cash advances. Checks are issued for the cash advances and establishment/replenishment of funds which will then be encashed.

Office or Division:	Office of the Provincial Treasurer/Disbursement Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen / G2G -Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Indigent Valid government issued identification card (1 original)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
Employees Provincial Government of Bataan issued identification card (1 original)	Provincial Government of Bataan
Representatives Valid government issued identification card of the representative (1 original) Letter of Authorization (1 original) Valid government issued identification card of client being represented (1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG Client being represented BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. None	1. Prepares attachments for cash advance: * Others: Statement of cash advance, and payroll * Petty cash: Petty cash replenishment report * Indigents: Summary of Donations to Indigents	None	2 minutes	<i>Bookbinder II</i> Disbursement Division <i>Local Treasury Operations Officer I</i> Disbursement Division <i>Local Treasury Operations Officer II</i> Disbursement Division
2. None	2. Encashes the cash advance: * Other cash advances * Revolving fund for indigents * Petty cash advance	None	2 minutes	<i>Bookbinder IV</i> Disbursement Division <i>Local Treasury Operations Officer II</i> Disbursement Division <i>Cashier III</i> Disbursement Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
3. States name of client, provides one valid ID and one copy of authorization letter along with client's ID if applicable	3. Verifies identity of client: * Other cash advances * Revolving fund for indigents * Petty cash advance	None	2 minutes	<i>Bookbinder IV</i> Disbursement Division <i>Local Treasury Operations Officer II</i> Disbursement Division <i>Cashier III</i> Disbursement Division
4. Signs required document and receives payment * Other cash advances: Payroll * Revolving fund for indigents: Receipt slip * Petty cash: petty cash voucher	4. Pays obligations to client: * Other cash advances * Revolving fund for indigents * Petty cash advance	None	2 minutes	<i>Bookbinder IV</i> Disbursement Division <i>Local Treasury Operations Officer II</i> Disbursement Division <i>Cashier III</i> Disbursement Division
5. None	5. Liquidates cash advance, if applicable: * Other cash advances: Once all obligations are paid. Payroll as attachment * Revolving fund for indigents: At year end. Summary of Donations as attachment * Petty cash advance: At the year end. Summary of Petty Cash Vouchers Paid as attachment	None	2 minutes	<i>Bookbinder IV</i> Disbursement Division <i>Local Treasury Operations Officer II</i> Disbursement Division <i>Cashier III</i> Disbursement Division
	TOTAL	None	10 minutes	