

DISBURSEMENTS OF CHEQUES

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday

Clients/Customers: Faculty, Staff, Students and Suppliers

Requirements: School Valid ID, Authorization letter (for representatives)

Processing time: 2 minutes

| STEP | CUSTOMER/APPLICANT | SERVICE PROVIDER | DURATION OF THE ACTIVITY | FEE | PERSON RESPONSIBLE | FORMS |
|---------------------------|--|--|---------------------------------|------------|---------------------------|--------------|
| 1 | Presents requirements | Verifies requirements for authenticity | 1 minute | None | Staff | None |
| 2 | Signs the logbook and Disbursement Voucher | Checks signatures and releases cheques | 1 minute | None | Staff | None |
| 3 | Issues OR and receives cheques | Receives OR and makes entry in the logbook | | | | |
| END OF TRANSACTION | | | | | | |