

## **DISBURSEMENT OF CASH**

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

Clients/Customers : Student Assistants, Lecturers, Part-timers and Outside Clients

Requirements : School ID for Students, Valid I.D for other Clients ( company I.D),  
Authorization Letter (for representatives)

Processing time : 2 minute

<b>STEP</b>	<b>CUSTOMER/APPLICANT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF THE ACTIVITY</b>	<b>FEE</b>	<b>PERSON RESPONSIBLE</b>	<b>FORMS</b>
<b>1</b>	Present requirements	Verifies requirements submitted	1 minute	None	Staff	None
<b>2</b>	Signs the payroll	Releases cash	1 minute	None	Staff	None
<b>3</b>	Receives Cash					
<b>END OF TRANSACTION</b>						