



# CASHIER'S OFFICE

CENTRAL PHILIPPINES STATE UNIVERSITY  
Kabankalan City, Negros Occidental

SERVICE: PAYMENT OF STUDENT'S ACCOUNTS AND OTHER FEES

SCHEDULE: Monday-Friday (8:00am-12:00am/1:00pm-5:00pm)

CLIENTS/CUSTOMERS: Students and other agencies

REQUIREMENTS: Statement of Accounts

PROCESSING TIME: 3 minutes

PROCEDURE:

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORM/S
1	The client presents the Statement of Account	Checks the statement of account and provides the client of the exact amount to be paid.	1 minute	None	Cashier's clerk/teller	
2	Gives the exact amount for payment of his account to be In-charge.	Receives the money and issue Official Receipt.	1 minute	Depends on the statement of account	Cashier's clerk/teller	
3	Receives the Official Receipt and Statement of Account	Gives the Official Receipt, Statement of Account to the client.	1 minute		Cashier's clerk/teller	
-----END OF TRANSACTION-----						