

CHECKING ACCOUNT SECTION
CAAP Central Office

CHECK PREPARATION

Schedule of Availability of Service:

Monday – Friday (8:00 AM to 5:00 PM)

No Noonbreak

Who may avail of this Service:

CAAP employees/ Creditors

What are the requirements:

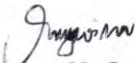
1. Duly approved disbursements vouchers and/ or payrolls as to its completeness of entries, signatures, and attachments.

HOW TO AVAIL OF THE SERVICE:

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Accounting Division forwards the duly processed disbursement voucher/ payroll for check preparation	1. Check, review and record document(s) forwarded by Accounting Div.			2 mins	Accounting Assistant
		2. Check the bank account balance before check preparation		Check booklet	3 mins	Cashier III/ Cashiering Assistant
		3. Check printing/ typing and segregate original and duplicate copy of check stub			1 min	Accounting Assistant
		4. Review of check as to date, name of payee, amount in figure and in words before signing			1 min	Admin. Asst. Cashier III
		5. Preparation of Advice of Checks Issued and Cancelled (ACIC) for submission to authorized government depository bank.			5 mins	Accounting Assistant

		6. Signing of check(s)			5 mins	Authorized Check Signatories
					below P250,000(MOOE)	OIC Checking & Chief Cashiering
					250,000-500,000.00(MOOE)	Chief Cashiering and OIC, AFS
					500,000.00-above(MOOE)	OIC, AFS & DG
					Personal Services (no limit)	Chief Admin. or Chief, Cashiering and OIC, AFS
		7. Data-based indexing of check and recording in the outgoing logbook for signature/ countersignature and encoding of duplicate copies of checks in the Check Disbursements Record (CDR) and Report of Checks Issued and Cancelled (RCI)			1 min per check	Admin Asst. and Cashier III
		8. Safekeeping of unused and unreleased checks and processed vouchers				
TOTAL DURATION OF ACTIVITY					18 mins	

Prepared by:



Rosalyn M. Gavina

Cashier III/ OIC, Checking Acct. Section

Approved by:



Ms. Aida S. Romulo

Chief, Administrative Department
Chairperson, Citizen's Charter Team



Ms. Jocelyn L. Ching

Officer- In-Charge
Admin. and Finance Service