

Cashier Section

- 1. Collection of Rental of Venues
- 2. Affiliation Fee
- 3. Bid Documents
- 4. Refunds of Financial Assistance

Schedule:

Day : Monday to Friday
Time: 8:00am to 5:00pm

Who may avail:

- 1. PSC recognized National Sports Associations (NSAs) & other sports organization
- 2. Venue Users
- 3. Tenants
- 4. Students from Medical Schools
- 5. Supplier/Contractors
- 6. Coaches & Athletes

What are the requirements:

- 1. Statement of Account
- 2. Two (2) Valid IDs

Duration: 15 minutes

How to avail the services:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORMS
1	Proceeds to Accounting Division / Sports Facilities Division.	Issues Order of Payment / Statement of Account/Billing for Rental of Venues.	10 minutes	AD / SFD staff	Based on transaction	AD / SFD forms
2	Proceeds to Cashier's Office.	Issues Official Receipt.	5 minutes	Cashier Collecting Officer	Based on transaction	Official Receipts
END OF TRANSACTION						

Cashier Section

RELEASING OF CHECKS

Schedule:

Day: Monday to Friday

Time 8:00AM to 5:00PM (No noon break)

Who may avail:

1. National Sports Associations (NSAs)
2. Suppliers
3. Contractors
4. Individuals

What are the requirements:

Valid Ids If by representative: 1) letter of authority, 2) valid IDs of person authorizing & of representative
Official Receipts

Duration: 6 minutes

How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEE	FORM
1	Proceeds to Cashier's Office and present valid IDs.	Checks all necessary documents.	2 minutes	Cashier Staff	None	None
		If documents are complete, issues check.	2 minutes	Cashier Staff	None	None
		If check is issued: Claimant issues an Official Receipt and signs on Warrant Register.	2 minutes	Check Claimant	None	None
END OF TRANSACTION						