IGP – CASH VOUCHER PROCESS FLOW

- STEP 1 - Teacher / Employee wil secure IGP Cash Voucher Form from Finance Office.
- STEP 2 - The requestor will be given a IGP Cash Voucher Form from the IGP Cashier.
- STEP 3 - Teacher / Employee will fill up the IGP Cash Voucher Form and secure approval from their respective Heads / Superior.
- STEP 4 - Teacher / Employee will submit the approved and signed IGP Cash Voucher Form to the IGP Cashier.
- STEP 5 - IGP Cashier received and checked the completeness of form.
- STEP 6 - IGP Cashier release the cash to the Teacher / Employee.
- STEP 7 - Teacher / Employee received the cash and count the the money for correctness.
- STEP 8 - Teacher / Employee will submit proper liquidation . reimbursement / refund where the money is spent.
- STEP 9 - IGP Cashier will check all attached files / OR for documentation.