



# MABALACAT CITY COLLEGE

## 1. Releasing of IGP- Cash Funds among Teachers and Employees.

<b>Office or Division</b>		Finance		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Clients		
<b>Who may avail:</b>		Teachers and Employees		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Acknowledgement Receipt			IGP –CASHIER ( Window 1 )	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure a IGP Cash Voucher Form	Provide IGP Cash Voucher Form	None	1 minute	Mitchielyn S. Rimabawa – IGP Cashier
2. Seek approval of IGP Cash Voucher Form from their respective Heads /Superior.	None	None	None	None
3. Submit approved IGP Cash Voucher Form to the Cashier.	Received and checked the completeness of form	None	2 minutes	Mitchielyn S. Rimbawa – IGP Cashier
4. Received cash and count the money for correctness.	Release the cash to the teacher/employee	None	3 minutes	Mitchielyn S. Rimbawa – IGP Cashier
5. Submit proper liquidation where money is spent.	Checked all attached files / OR for documentation.	None	2 minutes	Mitchielyn S. Rimbawa – IGP Cashier
*****End of Transaction*****				





Republic of the Philippines  
Province of Pampanga  
Mabalacat City



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Start Here,  
Be Successful *Anywhere!*

[www.mcc.edu.ph](http://www.mcc.edu.ph)  
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