

Head Office

External Services

Treasury Group

1. Official Receipt Issuance

This service covers the issuance of Official Receipt for all collections received.

Office or Division:	Treasury Group (TG)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2G - Government to Government, G2B – Government to Business			
Who may avail:	All SB Corporation clients regardless on the nature of payment transaction			
CHECKLIST OF REQUIREMENTS		ISSUING/SOURCE ENTITY		
1. Statement of Account (SOA)		Collection Officer		
2. Collection Report from Collection Service Provider		Collection Service Provider		
3. Bank Statement generated from LBP WeAccess		Landbank of the Philippines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Pay cash/check based on SOA/ collection report/bank statement and other supporting documents.	1.1. Receive payment and validate amount based on supporting documents.	None	2 minutes	<i>Regular Cashier /P3 Cashier Treasury Group</i>
	1.2. Record payment in the Cash Receipt Book via the Oracle-based OR Issuance Module.	None	5 minutes	<i>Regular Cashier /P3 Cashier Treasury Group</i>
	1.3. Issue Official Receipt to acknowledge receipt of payment.	None	3 minutes	<i>Regular Cashier /P3 Cashier Treasury Group</i>
TOTAL		None	10 minutes	