<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ADM-POL-FNR-0010</th>
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</thead>
<tbody>
<tr>
<td>Policy Title:</td>
<td>Bookstore Collections Reports Policy</td>
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<tr>
<td>Implementation Procedure:</td>
<td>ADM-PROC-FNR-0009 Preparation of Bookstore Collections Report</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2010-2011</td>
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<tr>
<td>Effectivity:</td>
<td>S.Y. 2010-2001 to present</td>
</tr>
<tr>
<td>Page Number:</td>
<td>One (1)</td>
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<tr>
<td>Office of Origin:</td>
<td>Finance and Resources Office (Policy Expert)</td>
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<tr>
<td>&quot;Supersedes&quot; Notification:</td>
<td>This policy details the preparation of the different collections reports generated by the Bookstore.</td>
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**Purpose of Policy:**
This policy details the preparation of the different collections reports generated by the Bookstore.

**Detailed Policy Statement:**
- The Bookstore prepares Cash Receipts Book, Monthly Sales Report, and Other Income Schedule.
- All collections received from the sale of merchandise either in cash or gift checks should be recorded in the Cash Receipts Book.
- A pre-numbered official receipt should be used as a reference in recording all transactions.
- All cancelled official receipts should be recorded as cancelled in the Cash Receipts Book.
- The Bookkeeper is responsible in preparing the Cash Receipts Book, Monthly Sales Report and Other Income Schedule.
- The Bookstore Section Head shall review and approve all reports generated by the Bookkeeper.
- Approved reports are forwarded to the Finance and Resources Director and later to the Vice President for Financial Affairs.

**Applicability:**
Finance and Resources Director, Bookstore Section

**Policy Approval Authority:**
Finance and Resources Director

**Related Policies or References:**

**Definition:**

**Prepared by:**
Planning, Funding and Development Office

**Approved by:**
Bro. Rodulfo Angeles, O.P.

**Date of Approval:**

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