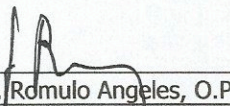


Policy No:	ADM-POL-FNR-0010
Policy Title:	Bookstore Collections Reports Policy
Implementation Procedure:	ADM-PROC-FNR-0009 Preparation of Bookstore Collections Report
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Office
"Supersedes" Notification:	
Purpose of Policy:	This policy details the preparation of the different collections reports generated by the Bookstore.
Detailed Policy Statement:	<ul style="list-style-type: none"> • 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. Romulo Angeles, O.P.
Date of Approval	

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