


Procedure No:	ADM-PROC-FNR-0009
Procedure Title:	Preparation of Bookstore Collections Report
Related Policy:	ADM-POL-FNR-0010 Bookstore Collections Reports Policy
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Effectivity:	S.Y. 2009-2010 to present
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Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This procedure details the preparations of the different collections report submitted by the Bookstore.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Daily Collections Report</p> <p>Step 1. The Bookstore's Cashier prepares the daily sales report of the merchandise and consignment items. The corresponding Deposit slips are also included as attachment to the report.</p> <p>Step 2. The Sales Report and the Deposit Slips are forwarded to the Finance and Resources' (F&R) Cashier Section.</p> <p>Step 3. The F&R Cashier will include the submitted documents to the Colegio's Sales Collection Report.</p> <p>Step 4. The copies of the Sales Collection Report shall be forwarded to the Comptroller, Finance and Resources Director and Vice President for Financial Affairs for approval.</p> <p>Step 5. The approved Sales Report is returned to the Bookstore for posting at the cash receipts book.</p> <p>Monthly Sales Report</p> <p>Step 1. The Bookstore's Cashier will prepare the summary Report of Sales Collection at the end of each month for both merchandise and consignment,</p> <p>Step 2. The Bookstore Section Head will check the Monthly Sales Report.</p> <p>Step 3. The Monthly Sales Report is forwarded to the Director of the Finance and Resources Office for approval.</p> <p>Step 4. The approved Monthly Sales Collection Report is attached to the Financial Statement for filing.</p>
Procedure Approval Authority:	Finance and Resources Director
References:	Daily Sales Report Monthly Sales Report Deposit Slips Sales Collections Report
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval:	

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