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<th>Procedure No:</th>
<th>ADM-PROC-FNR-0010</th>
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<tr>
<td>Procedure Title:</td>
<td>Preparation of the Bookstore's Cash Disbursement Book</td>
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<tr>
<td>Related Policy:</td>
<td>ADM-POL-FNR-0011 Cash Disbursements Book Policy</td>
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<td>Date of Issuance:</td>
<td>S.Y. 2009-2010</td>
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<td>Effectivity:</td>
<td>S.Y. 2009-2010 to present</td>
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<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Finance and Resources Office</td>
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**Supersedes** Notification:

**Procedure Description:** This procedure details the requirements, preparation and distribution of copies of the Cash Disbursement Book.

**Areas of Responsibility:** Finance and Resources Office

**Procedure Details:**

- Step 1. The Bookkeeper secures a duplicate copy of the Report of Disbursements from the Accounting Office.
- Step 2. The Bookkeeper records the data of all the Paid Check Vouchers of the Bookstore to the Cash Disbursement Book.
- Step 3. The Bookkeeper forwards Cash Disbursement Book and the duplicate copy of the Report of Disbursements to the Section Head of the Bookstore.
- Step 4. The Section Head of the Bookstore reviews the Cash Disbursement Book.

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

**References:**

**Definition:**

**Help Page:** Finance and Resources Office

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

**Approved by:**

![Signature]

**Date of Approval:**

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ADM-PROC-FNR-0010 | Preparation of the Bookstore's Cash Disbursement Books

Page 1 of 1