Procedure No: ADM-PROC-FNR-0018

Procedure Title: Check Out Procedures for Guests and Residents

Related Policy: ADM-POL-FNR-0019 Check Out Policies for Guests and Residents

Date of Issuance: S.Y. 2009-2010

Effectivity: S.Y. 2009-2010 to present

Page Number: Two (2)

Office of Origin: Finance and Resources Office

“Supersedes” Notification:

Procedure Description: This details the requirements and key steps involved in the checking out of any guest or resident in the Colegio’s Dormitory.

Areas of Responsibility: Finance and Resources Office

Procedure Details:

Guest:
Step 1. The guest informs the Dorm Administrator of his decision to check out.
Step 2. The Dorm Administrator inspects the room of the guest to verify whether there are damages made in the room.
Step 3. In case there are damages, the Dorm Administrator calls the Auxiliary Services Office to assess the amount of damages that the guest should pay.
Step 4. The Dorm Administrator prepares the Check Out Slip and lists all the charges accounted to the guest.
Step 5. The guest proceeds to Colegio’s cashier or the Administrative Assistant to pay for his bill.
Step 6. The guest presents his official receipt to the Dorm Administrator.
Step 7. The guest can leave the Dormitory.

Resident:
Step 1. The guest informs the Dorm Administrator of his decision to move out.
Step 2. The Dorm Administrator inspects the room of the resident to verify whether there are damages made in the room.
Step 3. In case there are damages, the Dorm Administrator calls the Auxiliary Services Office to assess the amount of damages that the resident should pay.
Step 4. The Dorm Administrator prepares the Check Out Slip and lists all the charges and other balances accounted to the resident.
Step 5. The resident proceeds to Colegio’s cashier or the Administrative Assistant to pay for his bill.
Step 6. The resident presents his official receipt and surrenders his ID to the Dorm Administrator.
Step 7. The guest can leave the Dormitory.

Athlete Residents (Those who were granted with free boarding)
Step 1. The athlete informs the Dorm Administrator of his decision to leave the dormitory.
Step 2. The Dorm Administrator inspects the room of the resident to verify whether there are damages made in the room.
Step 3. In case there are damages, the Dorm Administrator calls the Auxiliary Services Office to assess the amount of damages that the resident should pay.
Step 4. The Dorm Administrator prepares the Check Out Slip and lists all the charges and other balances accounted to the resident.
Step 5. In cases there are charges accounted, the resident proceeds to Colegio’s cashier or the Administrative Assistant to settle the charges.
Step 6. The athlete surrenders his Dormitory ID and receipt (if there are payments made) to the Dorm Administrator.
Step 7. The guest can check out of the Dormitory.

Procedure Approval Authority:
Director of the Finance and Resources Department

References:
Check out slip
Official Receipt

Definition:
<table>
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<tr>
<th>Help Page:</th>
<th>Finance and Resources Office</th>
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<td>Prepared by:</td>
<td>Planning, Funding and Development Office</td>
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