

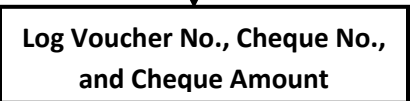
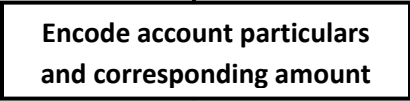

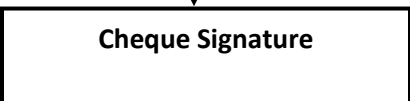
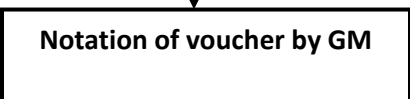
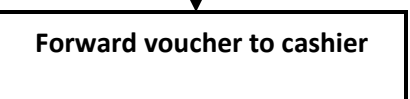


PNP LAKAS TULUNGAN MULTI-PURPOSE COOPERATIVE

Voucher and Cheque Preparation Process

Narrative Description	Flowchart	Person Responsible
		
Receives credit application		Bookkeeper Section (Bookkeeper II)
Log voucher no, check no and check amount		
Encode account particulars and amount in the system		
Posting of accounts to Cash Disbursement Book (CDB) and print voucher transmittal to be signed by the one who prepared the voucher and cheque.		
Voucher transmittal to be received by the Property Custodian/messenger for cheque signature		Head, Property Custodian/Messenger
General Manager signs voucher and safekeeps cheques before release		General Manager
Cashier gets cheque to GM before its release to member		Head, Cashier
	