

# Payment Claims-Issuance of Check

## ABOUT THE SERVICE

The Municipal Treasurer's Office issues check for payment of claims.

## REQUIREMENT(S)

Identification (ID) Card

## HOW TO AVAIL OF THE SERVICE

PROCESS/ACTIVITIES		DURATION	PERSON RESPONSIBLE
SERVICE PROVIDER	CLIENT		
	Presents the voucher		
Interview/Checking		5 minutes	MTO Staff
Check preparation Check signing		10 minutes	MTO Staff/ Mr. Raymond Cuadra Mun. Treasurer
Proceed to Accounting Office for affixing of signature		5 minutes	Ms. Zenaida Galorio
Proceed to Mayor or SB Office for affixing of signature		10 minutes	Mayor Fortunato Abrenilla Vice Mayor Exuperio Lloren
Release the check	Receives check by signing the voucher	2 minutes	Jorge Madrona

**Total                    32 minutes**