

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 81 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Collection System	COLLECTION FOR MISCELLANEOUS INCOME (OTHER PAYMENTS)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. PREPARATION OF ORDER OF PAYMENT (OP)] Step1 --> Step2[2. RECEIVING OF PAYMENT] Step2 --> End([End]) </pre>	<p>Prepares OP.</p> <p>Receives payment and issues OR.</p>	<p>Administrative Officer/ End User</p> <p>Cash Office Staff</p>

Prepared by/Date:
Approved by/Date:

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