

Billing and Monitoring

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circustances)	Person in charge	Fees	Form
1		Updating of accounts	3 days	Bambie	no fee	none
2		Issuance of bill	2 minutes per client	Bambie	no fee	UP Form 113
3	Payment of bill to Cashier's Office	Record and update payments made	2 minutes per account	Bambie	no fee	none
END OF TRANSACTION						

Refund of Deposit*

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circustances)	Person in charge	Fees	Form
1	Surrender original receipt	Prepare disbursement voucher for refund of deposit and approval of BAO director	30 minutes	Andrea/ Bambie	none	DV
2	Route to accounting office		2 weeks	client	none	DV
END OF TRANSACTION						

*terms and conditions apply