

# Non-Recurring Commercial Activities

(business activities conducted by students, staff, alumni and other organizations with selling activities for profit, including business entities sponsoring the activities of UP constituents, distribution of flyers and other advertising activities)

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circustances)	Person in charge	Fees	Form
1	Student Organization or activity organizer to submit letter request (attachments: activity permit from SOAD, approval of venue administration, security clearance, layout and dimension of booth)	Evaluate schedule	instanataneous	Andrea	no fee	none
2		Verification of submitted documents Approval of BAO Director		Andrea/BAO Director		
3	Payment of Bond Fee and corresponding space rental	Issuance of bill		Andrea	Bond Fee: P2,000.00 Space Rental: P200/sq.m.	UP Form 113
4	Coordinate with Billing and Utilities Unit (RGDO) for connection of utilities	Computation of rate	15 mins	RGDO Staff	depending on wattage consumption	
5		Draft contract between UPLB and the party, and endorsement of contract to OC	30 mins	Andrea	no fee	none
6		Printing and signature of the Chancellor	depending on availability of Chancellor	OC Staff	no fee	none
7	Signing of contracr for concurrence	Issuance of contract	1 day	Andrea	no fee	none
<b>END OF TRANSACTION</b>						