



# ***CITIZEN'S CHARTER***

## ***Head Office External Services***

***3. Payment to Suppliers thru  
Corporate checks/Manager's checks***

# 3. Payment to Suppliers thru Corporate checks/Manager's checks

LBRDC pays suppliers through checks handled by the Cashier of the Finance Department to be picked up by the supplier's authorized representative every Monday to Friday, 2 P.M. to 4 P.M.

**Office/Division:** Accounting Department

**Classification:** Simple

**Type of Transaction:** G2B – Government to Business Entity

**Who may avail:** Suppliers

# 3.Payment to Suppliers thru Corporate checks/Manager's checks

## Checklist Requirements

An identification card or Authorization letter

Official Receipt of checks released

## Where to Secure



Supplier's Company

Supplier's Company





# 3.Payment to Suppliers thru Corporate checks/Manager's checks

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Cashier	1. Receive and process authorized representative of the supplier	None	5 Minutes	Cashier 24th floor LBRDC Office, Land Bank of the Philippines Plaza
2. Present an Identification Card or Authorization Letter to the Cashier	2. Verify the presented documents and release the check	None	5 Minutes	Cashier 24th floor LBRDC Office, Land Bank of the Philippines Plaza
3. Prepare an official receipt in exchange for the checks	3. Review/verify the receipt issued by the suppliers as to date, payee's name, amount and breakdown of taxes paid	None	5 Minutes	Cashier 24th floor LBRDC Office, Land Bank of the Philippines Plaza
4. Sign in the check registry and original copy of the disbursement order (for the receipt of BIR Form 2306/2307)	4. Stamp "Paid" on all documents with indicated date of payment	None	1 Day	Cashier 24th floor LBRDC Office, Land Bank of the Philippines Plaza
TOTAL		None	1 Day and 15 Minutes	