

**[ PSO CIRCULAR NO. 92-34, June 22, 1992 ]**

**REMITTANCE OF MONEY ORDER COLLECTIONS**

Pursuant to the agreement dated May 5, 1992 of this Office with the Land Bank of the Philippines, all money order collections shall be deposited with this Bank and the following shall be observed *effective July 1, 1992* by all postmaster and others concerned:

*Deposit Slips* — Instead of the Remittance Advice, the deposit slip of the Land Bank shall be used in remitting money order collections to the account of the Postal Services Office. The words "Money Order Fund" shall be indicated on the deposit slip which shall be prepared in five (5) copies:

Original — Land Bank's copy

Duplicate — The receipt portion of the original copy and the duplicate are for the Postmaster's file. Both shall be machine validated by the Bank.

Triplicate — For Chief Accountant, Postal Regional Office. It shall be sent at once as registered or express mail by the Postmaster at the nearest post office addressed to the Chief Accountant, Postal Regional Office.

Quadruplicate — For City or Provincial Auditor. It shall be attached to the Postmaster's monthly financial report to be submitted to the Auditor concerned at the end of every month.

Quintuplicate — For Chief Postal Service Officer (District Postal Inspector). It shall be attached to the Postmaster's Semi-Monthly Schedule of Money Orders Issued to be submitted immediately after the 15th and end of every month.

If the Bank's field office has no validating machine, an official receipt will be issued for the deposit. The amount being deposited shall be recorded in the deposit slip, as follows:

Money Order Fund:

Cash .....	P
Checks & Warrants .....	P
Totals.....	P

The account number shown on Annex "A"\* shall be indicated in the deposit slip. For instance, all postmasters in Region I shall use Account No. 205-80033-6. For the National Capital Region, the account number is S/A 101-19428-0.

*Statement of Deposits* — The Deposit Slip shall be supported with a Statement of Deposits to be prepared in five (5) copies as shown on the next page. The distribution of the five copies shall be the same as indicated on page one of this Circular.

Monthly Report of District Officer — The Chief Postal Service Officer of every district shall submit to his Regional Director not later than the tenth day after the end of every month a Monthly Report of Collections and Payments as follows:

Postal Region No. \_\_\_\_  
 District of \_\_\_\_\_, Province of \_\_\_\_

Monthly Report of Collections and Payments  
 For the Month of \_\_\_\_\_

<i>Postal Office</i>	<i>General Fund Collections/</i>	<i>Remittances</i>	<i>Money Order Fund Collections</i>	<i>Remittances</i>	<i>Payments</i>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>T o t a l</b>	_____	_____	_____	_____	_____
<b>s</b>					

Certified Correct:

Signature \_\_\_\_\_  
 Printed \_\_\_\_\_  
 Name \_\_\_\_\_  
 Date \_\_\_\_\_

The said monthly report shall be summarized by the Regional Accountant who shall submit not later than the 15th day after the end of every month the summary report to the Chief Accountant, Central Office, showing city/provincial totals and regional totals of the collections, remittances and payments.

Statement of Deposits  
 Post Office of \_\_\_\_\_  
 City/Municipality \_\_\_\_\_  
 Province \_\_\_\_\_ Region No. \_\_\_\_

Cash	P
_____	_____
Checks & Warrants	P
_____	_____
Totals	P
_____	_____

Check/ T.W. No.	Name of Issuing Bank/Office	Name of Payee	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____