CASH RECEIPTS RECORD
(CRRec)

INSTRUCTIONS

A. Each Collecting Officer/Accountable Officer shall maintain this record to monitor his/her accountability. All transactions for the day shall be recorded immediately and a balance (Undeposited Collection) shall be extracted.

B. This record shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster –** the fund cluster name/code in accordance with UACS to which the receipt is to be recorded
3. **Sheet No.** – sheet/page number of the record
4. **Year –** year covered by the record
5. **Accountable Officer/Official Designation/Station** – name of the Collecting Officer, his/her respective designation and station
6. **Date** – date of the source documents (reference/OR/DS)
7. **Reference No./OR No./DS –** reference document used as the basis in the recording of collections (ORs) and deposits (DSs)
8. **Payor –** the name of the payor
9. **UACS Code - MFO/PAP –** the code for MFO/PAP as provided in the UACS
10. **UACS Code - Object Code –** the code for each object as provided in the RCA prescribed by the COA
11. **Nature of Collections –** brief description of the nature of collections
12. **Collection –** the amount collected based on ORs
13. **Deposit –** the amount of collections deposited with the AGDB based on validated DS
14. **Undeposited Collections –** the difference between the Collection and Deposit columns which shall be equal to the amount of cash/checks in the hands of the Collecting Officer

C. The record shall be certified correct by the Collecting Officer at the end of each month or when required to do so by proper competent authority as follows:

"C E R T I F I C A T I O N

I hereby certify on my official oath that the foregoing is a correct and complete record of all collections and deposits had by me in my capacity as __(Designation) of _______(Name of Agency)_____________ during the period from _________________ to_______________, inclusives, as indicated in the corresponding columns.

____
Name and Signature

____
Date"