CHAPTER VII

Billing and Collection

A. Guidelines

1. The Account Officer (PMMS Dept.) shall prepare the working paper for the monthly billing of the ACU preventive maintenance services fee and ensure completeness of the supporting documents to be required by Land Bank and the other clients (i.e., Service Report).
2. The ACU Services Supervisor shall ensure that all official receipts or sales invoices of replacement parts are complete as these will be used to support claims of expenses by LBRDC.

3. LBRDC shall include in the terms and conditions the following items, subject to conformé of the branch/client:

    3.1 LBRDC shall be paid within ten (10) calendar days upon submission of claim and complete documents to support expenses; and

    3.2 A penalty interest of 1% per month or fraction thereof to be charged on delayed payments.

4. Billing shall be prepared and submitted to LBP Accounting Department or concerned Unit within seven (7) days from the end of the month.

5. In case of repair jobs, billing shall be submitted to the concerned branch/client within three (3) days from the date of completion of repair jobs.

6. The Account Officer (PMMS Dept.) shall closely monitor the collection of receivables from branches/clients vis-à-vis agreed terms of payment (i.e., number of days from receipt of billing to release of payment).

B. Procedures

1. Preparation of Billing

Account Officer	1.1	Prepares and submits billing letter with the required supporting documents.

Department Head	1.2	Reviews/ initials on the billing letter.
President and CEO	1.3	Approves and signs the billing letter.
Account Officer	1.4	Facilitates transmittal of billing to the client (i.e., NCR Branches Group office)
	1.5	Furnishes the Accounting Unit a copy of the billing duly received by the client.
	1.6	Follows-up release of payment through telephone call after ten (10) days from client's receipt of billing.

2. Billing and Collection Report

	1.7	Prepares monthly billing and collection report.
	1.8	Forwards to PMMS Dept. Head and President & CEO for notation/signature.
Department Head	1.9	Reviews the billing and collection report.
President & CEO	1.10	Approves and signs the billing and collection report.