

SALE OF COMMEMORATIVE NOTES & COINS

Description : The BSP sells Commemorative Notes and Coins to the General Public
Client : General Public and BSP Employees
Documents Required : Master List of Available Commemorative Notes and Coins (CNC) For Sale (CM form No. 12-057, Updated 02 January 2014)
Schedule of Service Availability : Banking Days, 9:00 A.M. to 2:00 P.M.
Contact Information : Cash Department-Manila, G/F Multi-Storey Building, Bangko Sentral ng Pilipinas, A. Mabini cor. P. Ocampo Sts. Malate, Manila Direct Line (02) 708-7452, (02) 306-2304

Cash Department (CD), Bangko Sentral ng Pilipinas, Security Plant Complex, East Ave., Diliman, Quezon City Telephone No. 926-4944 / TL No. 988-4800 (Local 4852)

Total Processing Time : Within Ten (10) Minutes from submission of accomplished Request to Purchase CNC up to Receipt of Purchased CNC (for every ten (10) pcs)
Total Fees : None

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
1	Fill up, time stamp, and submit accomplished Master List of Available CNC for Sale (Requesting to purchase CNC) to Bank Teller	Accept and check the accuracy of indicated number of pieces to be purchased and the amount to be paid on the form; Request to Accountable Officer the available CNC to be purchased	BSD I BSP Manila & BSD II BSP SPC Receiving Teller	Accomplished Master List of Available CNC for Sale	Accomplished Master List of Available CNC for Sale, Checked as to details
2	Pay total cost of the purchase, verify and receive the purchased CNC together with the Official Receipt	Prepare order. Receive and count the total amount of payment. Release to client the purchased CNC with the corresponding Official Receipt of the purchase	BSD I BSP Manila & BSD II BSP SPC Receiving Teller	BSP Official Receipt (OR)	Accomplished Official Receipt (OR)
END OF TRANSACTION					