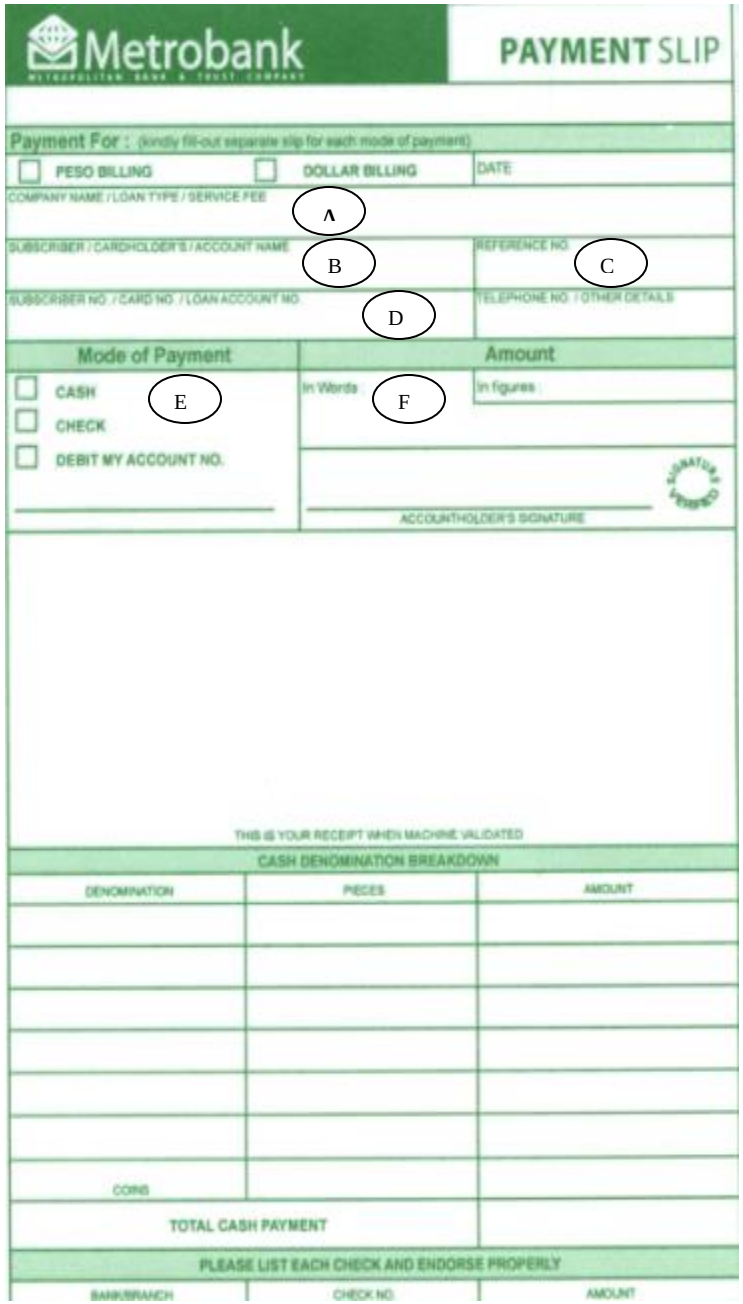

BILLS PAYMENT PROCEDURE FOR ATENEO De Manila University

OVER THE COUNTER Payments *(Client module)*

1. Go to the nearest / most convenient Metrobank Trust Co. (MBTC) Branch.

2. Get a copy of Metrobank's "Payment Slip" and accomplish the required information/details;

   A. **Company Name**: ***Ateneo De Manila University***
   B. **Subscriber Name**: ***Name of paying CLIENT***
   (The name that will appear in the Official Receipt)

   C. **Reference No.:** **FSE Review 2019**
   (*Please provide purpose of payment, up to 20 Characters only)*

   D. **Subscriber No.:** **186-078-001**
   (Please provide a 9-digit ADMU GL Account Number)

   E. **Mode of Payment**: *Cash / Check / Debit account*

   F. **Amount of payment**: **PhP 20,0000.00**

   NOTE: Slips are to be accomplished in duplicate copies.
   1st copy- Bank copy
   2nd copy- Client's copy

3. Present payment slip to MBTC tellers together with cash/check.

4. Once validated, MBTC Teller will give ***Ateneo De Manila University*** client/client representative a validated copy.

5. Before leaving, Check & verify the copy received (Payment slip serves as proof of payment);
   a) if validated.
   b) and, if the copy was the one accomplished & presented to the Bank teller

6. Present the validated copy of payment slip as you claim the Official Receipt from Ateneo de Manila University authorized representative or cashier.