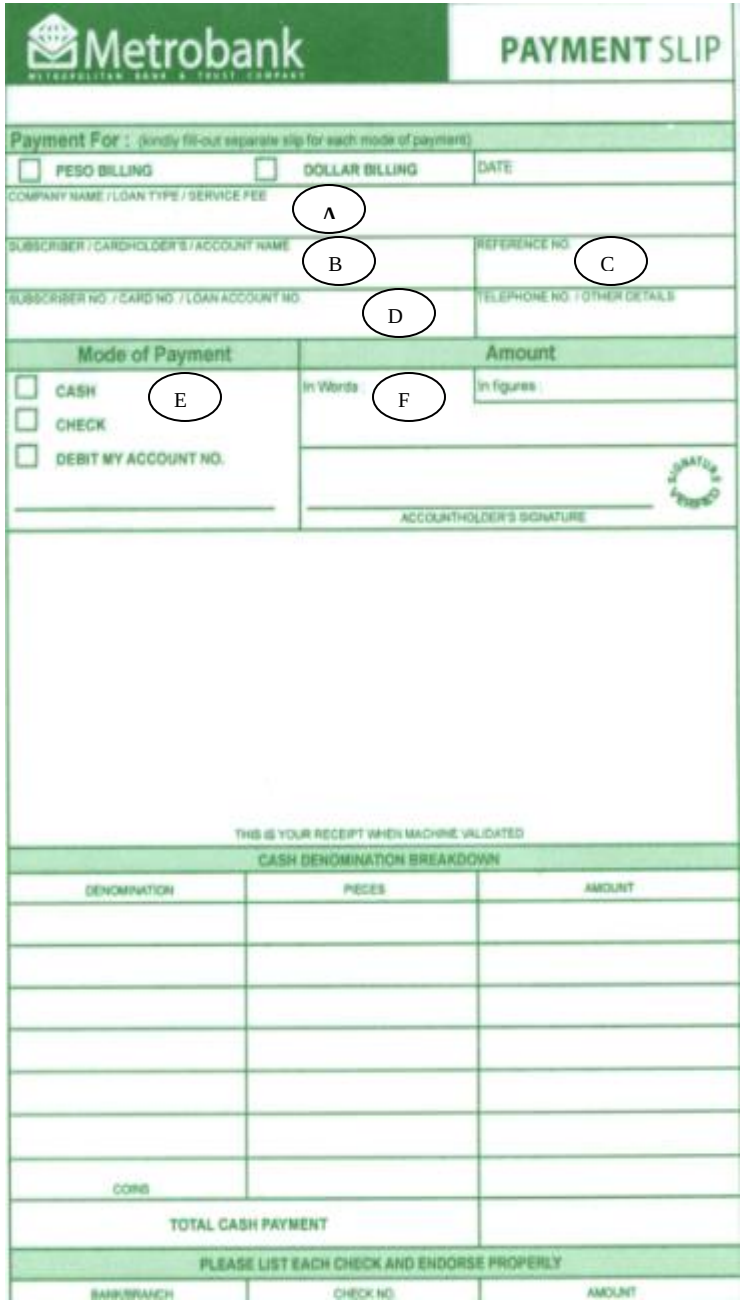

BILLS PAYMENT PROCEDURE FOR
ATENEO De Manila University
OVER THE COUNTER Payments ***(Client module)***

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.: ***NE1 / NE2 / NE3 / NE4 / NE5 (choose 1)***
   (*Please provide purpose of payment, up to 20 Characters only)*

   D. Subscriber No.: ***188-078-005***
   (Please provide a 9-digit ADMU GL Account Number)

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

   F. Amount of payment: *PhPxxxx.xx*

   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.