

**BILLS PAYMENT PROCEDURE FOR ATENEO DE MANILA UNIVERSITY
OVER THE COUNTER PAYMENTS**

1. Go to the nearest / most convenient Metrobank Trust Co. (MBTC) branch.
2. Get a copy of Metrobank's "Payment Slip" (find attached SAMPLE copy) and accomplish the required information/details;
 - a) Company Name: **Ateneo de Manila University**
 - b) Subscriber Name: **Name of paying CLIENT/s**
 - a) Reference No. **Educational Data Mining Workshop with Dr. Joseph E. Beck**
 - b) Subscriber No. **225**
 - c) Mode of Payment : **Cash / Check / Debit account**
 - d) Amount of payment: **Php 500.00**

NOTE: Slips must 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, and
 - b) if the copy was the one accomplished & presented to the bank teller
6. Kindly fax or scan and email the validated copy of payment slip to
Department of Information Systems and Computer Science
Ateneo de Manila University
Fax No. 426-60-71
Email: discs.info@admu.edu.ph

Please indicate your name and the workshop title.
You will be issued a receipt during the workshop day.



Metrobank
METROPOLITAN BANK A TRUST COMPANY

PAYMENT SLIP

Payment For: (Only fill-out separate slip for each mode of payment)

PESO BILLING

DOLLAR BILLING

DATE

COMPANY NAME / LOAN TYPE / SERVICE FEE

Ateneo de Manila University

(A)

SUBSCRIBER / CARDHOLDER'S / ACCOUNT NAME

Juan dela Cruz

(B)

REFERENCE NO.

purpose of payment

(C)

SUBSCRIBER NO. / CARD NO. / LOAN ACCOUNT NO.

225

(D)

TELEPHONE NO. / OTHER DETAILS

Mode of Payment

Amount

CASH

(E)

In Words

(F)

In figures

P

CHECK

DEBIT MY ACCOUNT NO.

ACCOUNTHOLDER'S SIGNATURE



THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED

CASH DENOMINATION BREAKDOWN

| DENOMINATION | PIECES | AMOUNT |
|---------------------------|--------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| COINS | | |
| TOTAL CASH PAYMENT | | |

PLEASE LIST EACH CHECK AND ENDORSE PROPERLY

| BANK/BRANCH | CHECK NO. | AMOUNT |
|----------------------------|-----------|--------|
| | | |
| | | |
| TOTAL CHECK PAYMENT | | |

THIS PAYMENT IS SUBJECT TO THE TERMS AND CONDITIONS GOVERNING THIS ACCOUNT