



1. Payment of Other University Fees

Office or Division		Cashier's Office		
Classification		Simple		
Type of Transaction		G2C -Government to Citizen		
Who may avail:		Enrolled Students, Graduates and Quitters		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form Order of Payment		Registrar's Office Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Request Form from the Registrar's office	Provides Request Form	None	5 minutes	Registrar
2. Present Request Form at the Accounting Office and Secure order of Payment	Provides order of payment with corresponding amount	None	1 minute	Accounting Staff
3. Present Request Form and Order of Payment at the Cashier's Office	Accepts Request Form and Order of Payment	None	1 minute	Cashier
4. Pay other fees at the Cashier's Office	Accepts cash payment and issues corresponding Official Receipt	As prescribed in the PWEBSS	3 minutes	Cashier
5. Present Request Form with Official Receipt at the Registrar's Office	Receives Request Form with Official Receipt	None	2 minutes	Registrar
Total		As prescribed in the PWEBSS	12 minutes	

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Executive Director and Provost