



## Payment of Other University Fees

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