

**Sacred Heart School – Ateneo de Cebu, Inc.**  
**Over-the-Counter Payment Facility**  
**Banco de Oro**

**Cash Transaction Slip**

Required Information:

1. Company Name : **SACRED HEART SCHOOL - ATENEO DE CEBU INC**  
 Biller Name : **SHS ATENEO DE CEBU INC**
2. Subscriber's Name : **(Client's Name / Payor's Name)**
3. Subscriber's Account No (Reference No) : **ID Number, Name of Student**
4. Institution Code : **3128**
5. Product Code (if applicable): **none**
6. For Cash Transactions - **indicate Denomination, Pieces, Amount & Total Amount**

**Sample Deposit Slip**

BDO		Cash Transaction Slip		Currency	Date																																	
				<input checked="" type="checkbox"/> Peso <input type="checkbox"/> US Dollar <input type="checkbox"/> Others	Dec. 26, 2025																																	
<input type="checkbox"/> Deposits <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Time Deposit/ Placement <input type="checkbox"/> For Account with Deposit Reference Facility		Account Name _____ Account No. _____ Payor's Name _____ Reference No. _____		Use separate slip(s) for each type of transaction. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Denomination</th> <th style="text-align: center;">Pieces</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1,000</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5,000</td> </tr> <tr> <td style="text-align: center;">500</td> <td style="text-align: center;">1</td> <td style="text-align: center;">500</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: right;">Total Amount</td> <td style="text-align: center;">5,500</td> </tr> </tbody> </table>		Denomination	Pieces	Amount	1,000	5	5,000	500	1	500																						Total Amount		5,500
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Total Amount		5,500																																				
<input checked="" type="checkbox"/> Bills Payment Company Name <b>SHS ATENEO DE CEBU INC</b> Subscriber's Name <b>Payor's Name</b> Cardholder's Name/Contact No. _____ Cash Card No. _____		Institution Code <b>3128</b> Product Code _____ Subscriber's Account No. <b>ID No., Name of Student</b> _____ Promissory Note No. / Trade Reference No. _____																																				
<input type="checkbox"/> Cash Card <input type="checkbox"/> Sale <input type="checkbox"/> Reload <input type="checkbox"/> Payment <input type="checkbox"/> Loan <input type="checkbox"/> Trade		Borrower's Name _____ Promissory Note No. / Trade Reference No. _____																																				
Machine Validation <div style="text-align: center; font-size: small;">This serves as your receipt when machine validated.</div>																																						

