

## REQUEST FOR PAYMENT

Contact for queries: Name:  Telephone:

Please read the accompanying notes before completing this form.

Payable to (payee name and address):

Payment method:

UK cheque  UK bank transfer (over £1,000)  Overseas payment

UK bank account details:

Sort code

Account number

Payee category

Employee  Student - enter ID number

Visitor  Other (please state)

Postcode:

### Type of Payment - select one of the types listed below

- |  |  |   |
|--|--|---|
| Student or visitor <input type="checkbox"/>                                  | Statutory charge <input type="checkbox"/>    | Course, conference or media <input type="checkbox"/>          |
| Corporate subscription <input type="checkbox"/>                              | Third party request <input type="checkbox"/> | Petty cash & cash drops <input type="checkbox"/>              |
| Self employed music / ent. (questionnaire attached) <input type="checkbox"/> | Customer refund <input type="checkbox"/>     | Other (please provide details below) <input type="checkbox"/> |

Date	Details and reason for expenditure (please attach relevant documents)	Amount
------	--	--------


**TOTAL**

#### EXPENDITURE ALLOCATION

Co	Cost Centre	Account Code	VAT Code	Value

Certified correct for payment by authorised signatory:

Name:

Signature:

Date:

Description (to appear in Transaction Report):

#### FOR OFFICE USE ONLY

Supplier Number  Voucher Number

How to fill in the form	
Box Heading	Notes
Contact for queries	Essential – enables Accounts Payable staff to resolve minor issues quickly and so avoid delays in making the payment
Payee name	The full name of the recipient should be provided. This reduces the number of cheques returned due to incorrect names.
Payee address	Where appropriate this must be provided especially if it is not quoted on the attached supporting documentation. The address is a bank requirement for any foreign payment.
Payment method	Accounts Payable reserve the right to use the most appropriate method of payment to ensure efficiency and value for money. Please explain good reasons if a UK cheque is not desirable for a payment less than £1,000.
	<ul style="list-style-type: none"> <li>• A UK cheque will be issued for one off payments under £1,000.</li> </ul>
	<ul style="list-style-type: none"> <li>• Where a bank transfer is required the bank sort code and account number should be provided even if a payment has been made previously.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Overseas payments</b> (i.e. payments made overseas regardless of currency) must include, or have attached, documentation detailing <ul style="list-style-type: none"> <li>○ Name and address of the bank</li> <li>○ SWIFT or BIC number</li> <li>○ Account Number</li> <li>○ IBAN (for European Countries only)</li> <li>○ The full name and private address of the payee (as detailed above)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>○ Name and address of the bank</li> </ul>
	<ul style="list-style-type: none"> <li>○ SWIFT or BIC number</li> </ul>
	<ul style="list-style-type: none"> <li>○ Account Number</li> </ul>
	<ul style="list-style-type: none"> <li>○ IBAN (for European Countries only)</li> <li>○ The full name and private address of the payee (as detailed above)</li> </ul>
Payee category	Please tick the appropriate box. The options are: Student, Visitor, Employee or Other.
	If Student is chosen please give student ID number
	If Other is chosen please give full details.
Type of payment	Please tick the appropriate box.
Details and reason for expenditure	Essential if the Other type of payment is chosen.
	Please give adequate information to release payment as this will minimise queries and delays.
<b>Supporting Documentation</b>	For audit and financial regulation purposes full details of the expenditure must be provided. Any related documentation should be attached securely to the form and can include:
	<ul style="list-style-type: none"> <li>• Original Receipts</li> </ul>
	<ul style="list-style-type: none"> <li>• Bank details</li> </ul>
	<ul style="list-style-type: none"> <li>• Specification documents and agreements</li> </ul>
	<ul style="list-style-type: none"> <li>• E-mail correspondence</li> </ul>
	<ul style="list-style-type: none"> <li>• Invoice including pro forma invoices for deposits etc</li> </ul>
Please return form and receipts to:	Lindsay Borrero Department of Physics Durham University Science Site South Road DURHAM DH1 3LE UK