THE UNIVERSITY OF NORTHAMPTON
Finance

To: Head of Payments
Office of Finance

From: ..... **(Name)**

..... **(Cost Centre)**

REQUEST FOR STERLING TRAVELLER'S CHEQUES

Please supply the sum of £ ..... in Sterling Traveller's Cheques.

REQUEST FOR FOREIGN CURRENCY & FOREIGN CURRENCY TRAVELLER'S CHEQUES

	For use in (Country)	Local Currency Amount		Sterling Equivalent
FOREIGN CURRENCY NOTES			or	
			or	
			or	
FOREIGN CURRENCY TRAVELLER'S CHEQUES			or	
			or	
			or	

To be collected by ..... (Person to sign traveller's cheques)

To be collected on .....

For the purposes of .....

Signature ..... Date .....

(This request must be signed by a person within his/her **authorised limit for Purchase Orders**)

Please note

(1) The coding slip below must be completed before this form is sent to Finance. Please leave the amount blank on the coding slip. The slip must be certified by an authorised invoice signatory.

(2) Please ensure that at least ten days' notice is given to Finance of any foreign currency or cheque requests.

SUPPLIER NO.

OUR REF.

INVOICE NO.

NET AMOUNT

VAT

INVOICE DATE

FINANCE USE ONLY

GOODS/SERVICES RECEIVED AND PRICE AGREED

AUTHORISED FOR PAYMENT

AREA	COST CENTRE CODE			SUB CODE		DETAIL CODE				£	p
									TOTAL		

Finance Office Use

Date : .....

Amount : .....

Bank Charges : .....

Total : .....