INTERNAL MEMORANDUM

THE UNIVERSITY OF NORTHAMPTON
Finance

Office of Finance - PAYMENT REQUISITION

TO: Head of Payments, Finance, Park Campus

FROM: _____ DATE: _____

A CHEQUE / DEBIT CARD / BACS * (delete as appropriate) payment for £ .....

is required made payable to: ..... (specify)

NAME/ADDRESS:		BANK DETAILS:
		BANK:
		BRANCH:
		SORT CODE:
TEL:	FAX:	A/C NO:

and should be forwarded to: ..... (specify)

The payment is required by: ..... (date)

and is for the purposes of: .....

..... (specify)

Mandatory if no order raised
Signed (order signatory for Code): _____ Date: _____

Please note instructions for completion on reverse of this form.

SUPPLIER NO.

OUR REF.

INVOICE NO.

NET AMOUNT

VAT

INVOICE DATE

FINANCE USE ONLY

ORDER NO.

PLEASE TICK ONE BOX

ORDER PART COMPLETE	ORDER FULLY COMPLETE

GOODS/SERVICES RECEIVED AND PRICE AGREED

AUTHORISED FOR PAYMENT

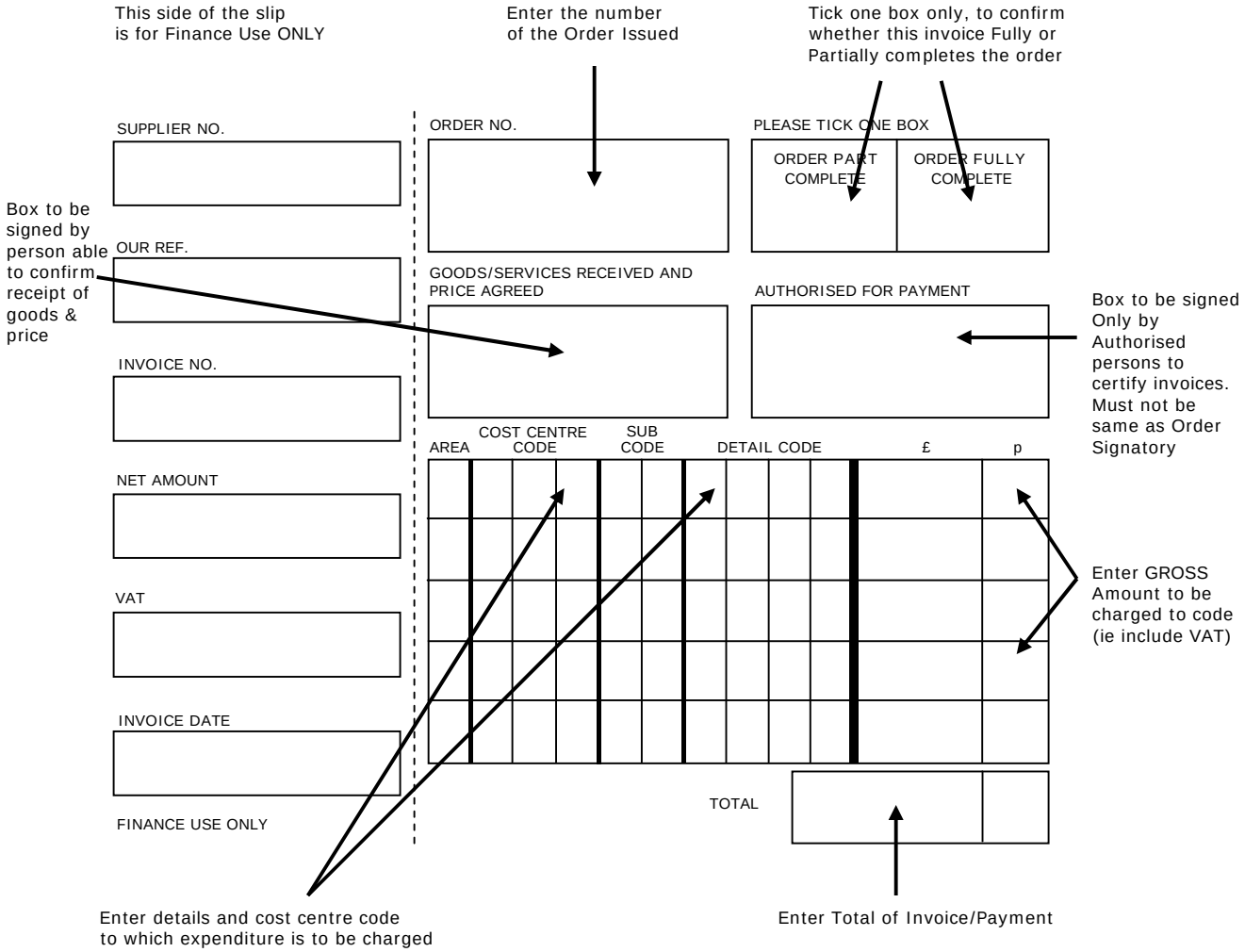
AREA	COST CENTRE CODE			SUB CODE		DETAIL CODE				£	p
						TOTAL					

Finance Office Only

Ref:
Cheque No:
Date of Debit:
Account:
Amount:
Charge:
Total:
Initials

INSTRUCTIONS FOR COMPLETION OF PAYMENT REQUISITION

1. The Instruction to raise the payment should always be signed by an authorised signatory for orders.
2. The coding slip must be completed before the form is sent to Finance and must be certified by an authorised signatory for the payment of invoices.
3. If payment is for goods and services, an official purchase order must be attached.
4. If payment is to be made by BACS, please supply the Payee's bank details.
5. There is a regular fortnightly run, but in exceptional circumstances and accompanied by a memo from the Cost Centre Manager, a manual payment will be made. Please allow at least 5 days' notice for this request.
6. Please forward the VAT invoice or receipt for this payment to Finance, quoting the Purchase Order Number.
7. CODING SLIP: SEE BELOW.
8. FINANCE ONLY BOX - Once the payment has been actioned, details will be entered into this box and where appropriate, a photocopy of this form will be sent back to the originator. This may assist with interpretation of management reports.



PLEASE WRITE CLEARLY AS THIS IS A DATA INPUT DOCUMENT