THE UNIVERSITY OF NORTHAMPTON
Finance

International payment requisition

To: Head of Payments, Finance Department, Park Campus

From: _____ **Date:** _____

A **draft / transfer / debit card*** (delete as appropriate) payment for **£** .....

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

Payment instructions		**Amount**	**Currency**
	Remit in foreign currency the sum of		
	Remit in sterling the sum of		
Amount in words			
Beneficiary - full name			
Address (for drafts only)			
Beneficiary's bank details Name & address of branch			
Sort Code / Swift Code	**Account No**		

Signed (order signatory for code): _____ **Date:** _____

Please note: instructions for completion are on the reverse of this form

Finance use only

Supplier No.

Our Ref.

Invoice No.

Net Amount

VAT

Invoice Date.

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	

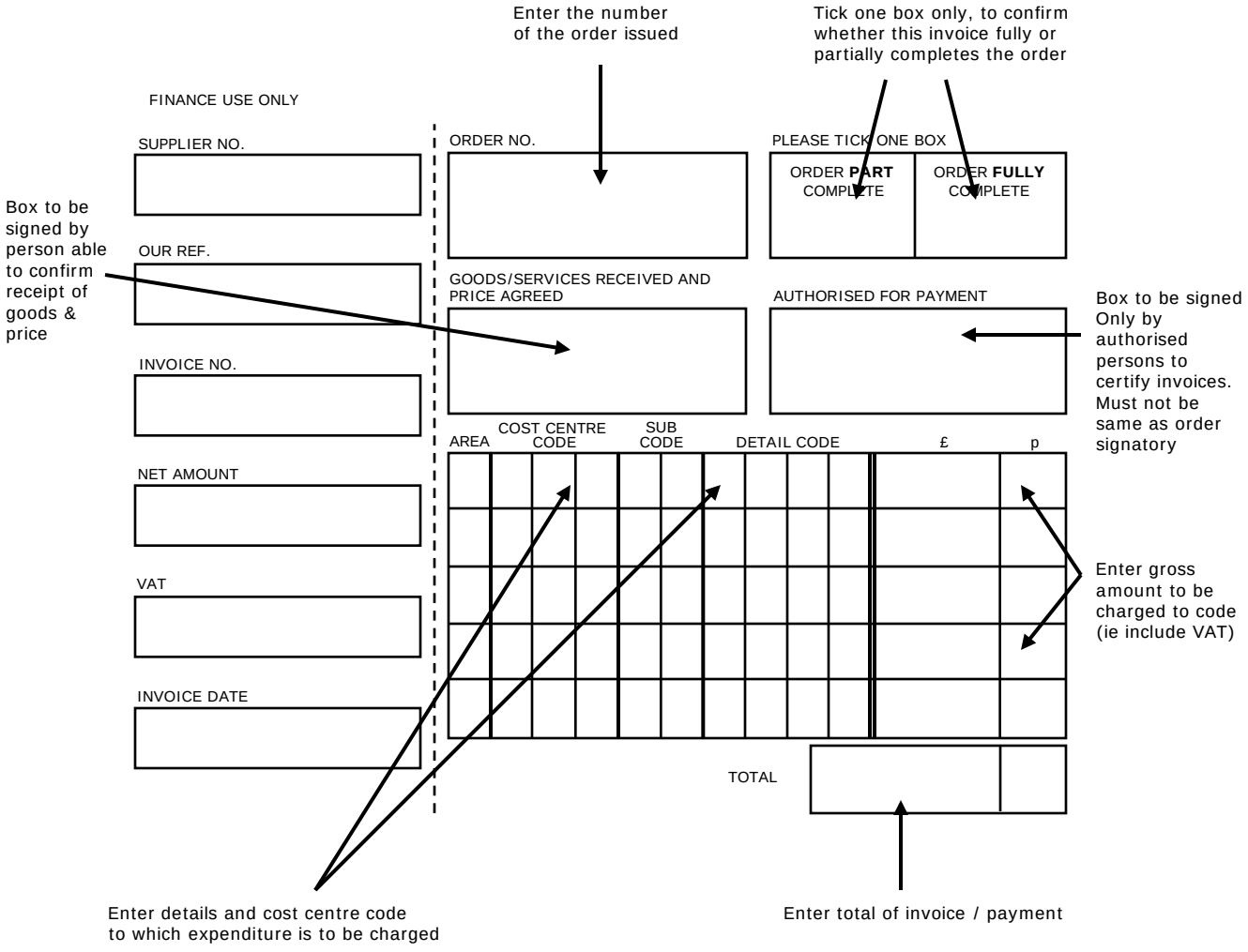
Finance use only

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

Instructions for completion of International Payment Requisition

NB: Allow at least five working days from date received in Finance for all foreign transfers and ten working days for drafts to reach beneficiary

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. Please forward the invoice or receipt for this payment to Finance, quoting the Purchase Order Number.
5. Coding slip: See below for details on how to complete.
6. Finance use only box: There is a time delay in respect of foreign transfers and drafts of approximately three days between the bank receiving and the debit to the bank account. Once the payment has been taken from the University's bank account, this section is completed, the cost (including charges) is journaled to the cost code supplied and a photocopy of this form will be sent back to the originator. This may assist with interpretation of management reports.
7. **For drafts - you must provide a full address with post/zip code.**
8. **For foreign transfers - you must provide accurate bank details.**



Please write clearly as this is a data input document