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| **TO:** | FINANCE DEPARTMENT |
|  |  |
| **PAYEE NAME:** | Click or tap here to enter your name. |
| **PAYEE STAFF NUMBER:** | Click or tap here to enter your staff number. |
| **PAYEE SCHOOL/DIRECTORATE:** | Click or tap here to enter your School/Directorate. |
|  |  |
| **METHOD OF PAYMENT:** | Payment will be made directly into the account associated with your salary (BACS) |
| **ACCOUNT:** | 6261 |
| **PROJECT:** | C7163UHR |
| **TOTAL AMOUNT:** | £65.00 |

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| **TO BE COMPLETED BY PEOPLE AND CULTURE** |
| **DEPARTMENT:** | PEOPLE AND CULTURE |
| **FROM:** | RAY MCEVOY |
| **SIGNATURE:** |  |
| **DATE:** |  |
|  |  |
|  |  |