Queen's University Belfast - Request for Payment

To: Finance Department

From:

Dept:

Our ref:

Please make the undernoted payment and charge to the account shown. I enclose documents in support of this request. The purpose of the payment is as follows:

Method of payment: BANK TRANSFER

eg. Cheque, E. S. BR, Foreign Draft, Bank Transfer

* REIMBURSEMENT FOR EXPENSES INCURRED AT INNOVATION ACADEMY, DUBLIN 12 – 16 MARCH 2019.
* PLEASE FIND ATTACHED COMPLETED FINANCE EXPENSES FORM & RECEIPTS

Finance Department use only:

RATE USED	STG EQUIV

Sign _____ Date _____

VAT Codes	
S - Standard Rate, 20%	ES - EU Import - Standard rate
U - Utility Rate, 5%	EZ - EU Import - Zero rate
X - Exempt	EX - EU Import - Exempt supply
Z - Zero rated	EN - EU Import - Not applicable
N - N/A or Outside scope	RS/RO - Rest of the world - Standard rated/Other

Finance Dept Use Only

Invoice Type

Registration no.

Supplier Id/ Staff no

Student no: QUB STUDENT No.

Payment Currency

Payment Amount

QUB Order No (if appropriate)

Supplier invoice ref

Date of order (d d m m y y y y)

Date (d d m m y y y y)

Transaction no.

Please complete

Payee Name: * Title: MR; First Name: BOB; Surname (or company name): BROWN

Address: * BANK ACCOUNT No. SORT CODE

Town/City

Country/Province

Postal/Zip code

Total Order Value £ p

TEXT BOX

Price checked	
Total checked	
Goods received	
Order complete (Y/N)	

*

	Account	Project	RES NO.	Sub-analysis	VAT	Amount (excl VAT)	VAT
1		ABI2345G		123456		6000	
2							
3							
4							
5							
6							
7							
8							

Finance Department use only:

Authorised: _____ Date: _____

Total Net Amount		Total VAT Amount	