Payment Request

PR1

Version 1.4

This form is to be used to make a payment as per the Payment Type drop-down list below.
This form is not to be used to pay tax invoices, employee payments, student payments.
This is a pdf writeable form and can be typed (preferred method).

Accounts Payable Use Only

Voucher ID	

Select Payment Type

UNSW Approved Payment Types

Payment Type

Detail (only required if Payment Type is 'Other')

Vendor Details

(vendor must exist in NS Financials, look up vendor details in the Finance Portal or use the Vendor Creation Form to create a new vendor)

Vendor Number *(Mandatory)*

Vendor Name

Address

Suburb/City

State

Post Code

Country

E-mail

Payment Instructions

(payment will be made based on the details in the vendor record unless otherwise specified in "Special Payment Instructions" below)

Comments for Payment Advice

Special Payment Instructions

Banking Details

(Attach supporting documents of the vendor's bank details for Finance Validation)

Bank

Acc Name

Branch

BSB/SWIFT

Account/IBAN No

Accounting

Description

(This will appear in NS Financials reporting. Maximum 30 characters.)

Please select from available currencies

All amounts must be entered in selected currency. Default is AUD.

Account	Fund	Dept	Project	GST Code	Amount (excl GST)	GST Amount	Total Amount (incl GST)
				Total			0.00

Requested By

Name

Employee ID

Date

Email

Phone

Signature

Approved By

(approver must be a financial delegate)

Name

Employee ID

Date

Email

Phone

Signature

How to submit the form

1. Print completed form **2.** Requester to sign **3.** Attach supporting documentation **4.** Approver to sign **5.** Email to **invoiceap@unsw.edu.au**