|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Accounts Payable Payment Request Form** | | | | | | |
| **Guidance** | | | | | | |
| **This form** can be used in certain circumstances to make payments to individuals. This form is most likely used in situations where the department initiates the payment, for example, payments to students (which may include one-off bursaries, student award payment, grants, prizes etc); payment of allowed subsistence for Visiting Academics; and individual payments to **participants or volunteers**. **This form** can also be used for payments to organisations where an invoice would not normally be expected, e.g. repayment or distribution of grant funding, etc.  In all situations, you should follow our [Payment Process Overview](https://uoe.sharepoint.com/sites/FinanceOperations) before submitting a payment request form as some tax checks may be required.  Please complete all sections of the form and send with the supporting papers to [Finance.Helpline@ed.ac.uk](mailto:Finance.Helpline@ed.ac.uk) | | | | | | |
| **Section 1 – Payee details -** (Please do not use any special characters i.e. accents, hyphens, apostrophes) | | | | | | |
| Payee name: | |  | | | | |
| Email address (for remittance advice): | |  | | | | |
| Address  *(not required for student payments):* | | Address line 1:  Address line 2:  Address line 3:  Post code: | | | | |
| Payee type (please select from drop down); | | Choose an item. | | Supplier no *(refer to supplier list, leave blank if not known)*: | |  |
| **Section 2 - Payment details** | | | | | | |
| Payment amount: | |  | Payment currency (i.e. GBP, EUR, USD) | |  | |
| **Reason for payment (add description):** | | | | | | |
|  | | | | | | |
| **Section 3 – Bank details of recipient** | | | | | | |
| Name on account (if different from payee name): | | |  | | | |
| Bank/Building Society name: | | |  | | | |
| Branch address: | | |  | | | |
| Account Number/Roll Number: |  | | Sort Code: | |  | |
| IBAN: |  | | BIC/SWIFT: | |  | |
| IFSC number or account type: |  | | Routing or transit number: | |  | |
| Guidance for the information you need to provide for making payments to overseas accounts can be found [here](https://uoe.sharepoint.com/:w:/r/sites/FinanceOperations/_layouts/15/Doc.aspx?sourcedoc=%7B83B1B012-6329-4938-B88B-D784BE0EF096%7D&file=Bank%20account%20information%20required%20for%20overseas%20accounts.docx&action=default&mobileredirect=true) | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 4: Costing Information (for non-project related payments) - please refer to the** [Guidance for the New Chart of Accounts General Ledger Mapping Tool](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | | | | | | | | | | | | | | |
|  | **Currency**  **(e.g GBP, USD, EUR)** | **Payment Amount** | **Entity**  **(3 digits)** | | **Fund**  **(6 digits)** | | **Cost Centre**  **(8 digits)** | **Account**  **(4 digits)** | | **Analysis**  **(6 digits)** | | **Portfolio**  **(8 digits)** | | **Product**  **(8 digits)** | **Intercompany**  **(3 digits)** |
| **MANDATORY** | **MANDATORY** | **MANDATORY**  Use the mapping tool | | **MANDATORY**  Type of funding the cost is attached to | | **MANDATORY**  Organisational Unit (department) | **MANDATORY**  Use the mapping tool | | Likely to always be zero - check the mapping tool | | Likely to always be zero - check the mapping tool | | Likely to always be zero - check the mapping tool | For cross charging to or from a subsidiary - check mapping tool |
| *Example* | GBP | 150.00 | 110 | | 123456 | | 12345678 | 1234 | | 000000 | | 00000000 | | 00000000 | 000 |
| **Costing Split 1** |  |  |  | |  | |  |  | |  | |  | |  |  |
| **Costing Split 2** |  |  |  | |  | |  |  | |  | |  | |  |  |
| **Costing Split 3** |  |  |  | |  | |  |  | |  | |  | |  |  |
| **Costing Split 4** |  |  |  | |  | |  |  | |  | |  | |  |  |
| Section 5: Costing Information (for payments associated with projects) - please refer to the[Guidance for POETA and mapping information](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | | | | | | | | | | | | | | |
|  | **Currency**  **(e.g GBP, USD, EUR)**  **MANDATORY** | | | **Payment Amount**  **MANDATORY** | | **Project number**  **MANDATORY** Use the mapping tool | | | **Task Number**  **MANDATORY**  Use mapping tool or task 1 if unknown | | **Expenditure Type**  **MANDATORY**  Use the mapping tool | | **Expenditure Organisation**  Always University of Edinburgh | | | |
| *Example* | *GBP* | | | *150.00* | | *1172081\_117083* | | | *1* | | Drop down from mapping tool | | *University of Edinburgh* | | | |
| **Costing Split 1** |  | | |  | |  | | |  | |  | | *University of Edinburgh* | | | |
| **Costing Split 2** |  | | |  | |  | | |  | |  | | *University of Edinburgh* | | | |
| **Costing Split 3** |  | | |  | |  | | |  | |  | | *University of Edinburgh* | | | |
| **Costing Split 4** |  | | |  | |  | | |  | |  | | *University of Edinburgh* | | | |
| Prepared by(used for approval route): | | | |  | | | | | Date (DD/MM/YYYY): | |  | | | | | |
| **NOTE:** When requesting a payment to a UK bank account, any foreign currency claims should be converted to sterling at the nearest applicable exchange rate to the date of the transaction and claimed in sterling “including any charges”. If the claim is to be paid to an overseas account, the claim should be converted to the relevant currency for that account i.e. to make a payment to an account held in Germany claims should be paid in EUROS. Please refer to the [currency list](https://uoe.sharepoint.com/:w:/r/sites/FinanceOperations/Shared%20Documents/Currency%20List%202022.docx?d=w45a8166d08794ad5bca2b9d4556f374d&csf=1&web=1&e=x27CI5) for details of the types of currency held in People and Money. You can use: [xe.com](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.xe.com%2F&data=05%7C02%7C%7Cd9cf67b61e774eef62dd08dc3967fdba%7C2e9f06b016694589878910a06934dc61%7C0%7C0%7C638448366003937588%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=VAgmSJ8WjygRkEYhCV0%2BgYvpEOdzPpLOsywhmjufvGE%3D&reserved=0) to convert the transaction, a copy of the conversion calculation must be attached to the claim. | | | | | | | | | | | | | | | | |