|  |
| --- |
| **Accounts Payable Supplier Payment Request**  |
| **Guidance** |
| This form should be completed where a one-off payment is required, you should follow our [Payment Process Overview](https://uoe.sharepoint.com/%3Aw%3A/r/sites/FinanceOperations/Shared%20Documents/Accounts%20Payable%20Guides/7.3.1%20Finance%20Operations%20Payment%20Overview.docx?d=w8bf22c3b253f4f2cae3bdf5f93013f4e&csf=1&web=1&e=DHJkHs) before submitting a payment request to Accounts Payable. Payments of this nature are usually required when there is no purchase order (includes sundry suppliers) and in exceptional circumstances when a purchase order exists and there is a need to create a payment. This payment method should **not** be used if it is anticipated that future payments will be made to the payee. **School/Department** – please complete sections 1, 2 and 3 or 4 and send form and supporting papers to the approving department**Approving Department** – approve payment request in line with internal approval procedures and send the completed form and supporting paperwork to Finance.Helpline@ed.ac.uk in line with the appropriate payment guidance. |
| **Section 1 - Payee Details:** | **Section 2 – Payment details** |
| Payee name: |       | Payment amount: |       |
| Address: | Address line 1:      Address line 2:      Address line 3:      Post code:       | Payment currency (i.e. GBP, EUR, USD) |       |
| Bank Name: |       |
| Sort code: |       |
| Account no: |       |
| Email address (for remittance advice purpose): |       | Bank Address: | Address line 1:      Address line 2:      Address line 3:      Post code:       |
| Description of reason for payment: |       | For overseas IBAN: |       |
| For overseas BIC/SWIFT: |       |
| **Section 2: Declaration – I have followed the payment guidance provided and a supplier creation is not required for this one off-payment** |
| Prepared by: |       | Date (DD/MM/YYYY): |       |

|  |
| --- |
| **Section 3: 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) |
|  **Source of Funds - e.g. EPSRC Studentship** | **% Split**  | **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** **% Split of the costing**  | **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 | 100%  | 110  | 123456  | 12345678  | 0000  | 0000 | 00000000  | 00000000  | 000  |
| **Costing Split 1** |       |     |       |       |      |       |       |       |     |
| **Costing Split 2** |       |     |       |       |      |       |       |       |     |
| **Costing Split 3** |       |     |       |       |      |       |       |       |     |
| **Costing Split 4** |       |     |       |       |      |       |       |       |     |
| **Costing Split 5** |       |     |       |       |      |       |       |       |     |
| **Costing Split 6** |       |     |       |       |      |       |       |       |     |
|  Section 4: 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) |
| **Detail of expenditure** | **Currency e.g GBP, USD, EUR)** | **Amount** | **Project number** | **Task Number**  | **Expenditure Type** | **Expenditure Organisation** | **Contract number** | **Funding Source** |
|  |  |  | **MANDATORY****Use the mapping tool**  | **MANDATORY**Use mapping tool or task 1 if unknown | **MANDATORY****Use the mapping tool**  | **Always University of Edinburgh** | First number before the “-” in project number |  |
| *Example* | *GBP* | *100* | *1172081-117083* | *1* | Drop from mapping tool  | *University of Edinburgh* | *1172081* | *Name of customer*  |
| **Costing Split 1** |       |       |       |       |       |       |       |       |
| **Costing Split 2** |       |       |       |       |       |       |       |       |
| **Costing Split 3** |       |       |       |       |       |       |       |       |
| **Costing Split 4** |       |       |       |       |      |       |       |       |     |
| **Costing Split 5** |       |       |       |       |      |       |       |       |     |
| **Costing Split 6** |       |       |       |       |      |       |       |       |     |
| **Section 5: Authorisation - Verified and authorised by Head of School/Authorised Signatory -**  the above information has been verified and authorised by Head of School or Authorised Signatory |
| Authorised by: |  | Date (DD/MM/YYYY): |  |