|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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/:w:/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](mailto: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): | | |  | | |