

International Payment Orders

(Non-standard process)

Department Code

Beneficiary Name _____

CUFS invoice number(s) _____

Currency / Payment Amount _____
(Enter Currency of Payment Currency
& amount to be paid)**Select one option for Bank Charges**

Pay UK charges only (ENTER UK CHARGES)

Pay ALL bank charges (ENTER UK CHARGES)

Pay NO bank charges (where available)

Bank charges will be journalled to the same GL/Grant code as the invoice in the month following the payment.

Research project code(s)/GL account code(s) for bank charges **(IF PAYING MORE THAN UK CHARGES)**

Notes _____
(Example: supplier number; pay due date; specific instructions)

Date send to Finance Division _____

Departmental contact in case of query:

Name _____

Email address/Telephone extension _____

Please ensure all invoice(s) have been appropriately authorised before sending this form to Shared Services.For full details please refer to the relevant chapters in the Financial Procedures Manual at
<http://www.admin.cam.ac.uk/offices/finance/procedures/>**Have the goods/services been received? If this is an Advance Payment, please attach the following relevant documents:**

Head of Department approval for advance payments up to £10k equivalent

Procurement Services approval for advance payments over £10k equivalent

As the Head of Department or designated signatory, I confirm the payment request is approved to be paid from departmental funds. I am aware and accept any risks associated with making advance payments.

Departmental Authorisation

(Sign and print name)

Name _____
