 **REQUEST FORM**

**International Payment Orders**

**Non-standard process**

**Department Code:** Enter two character department code here

**Beneficiary Name:** Enter beneficiary name here

CUFS invoice number(s): Enter invoice number(s) here

Currency / payment amount: Enter CCY of payment & 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 journaled to the same GL/Grant code as the invoice in the month following the payment.

Notes Enter notes here. (Example: supplier number; pay due date; specific instructions)

**Date send to Finance Division:**  Click here and on down arrow to select date

**Departmental contact in case of query:**

Name:Enter name of Finance contact here

Email address/Telephone extension:Enter contact details here

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**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

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_