

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 journalled 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

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

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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: _____

Print name: _____