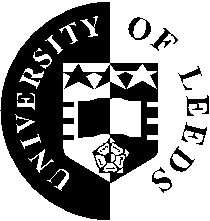
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| **University of Leeds** | AP | |  |
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| **Leeds** | SAP document no. | **Leave blank** |  |
| **LS2 9JT** |  |  |  |



**Authority for Payment**

To be completed for Reimbursement of expenses other than Travel & Subsistence claims / When a Supplier invoice is not applicable.



Beneficiary’s Name **Your name**

Department (or Address)

**Your university/department address**





**Bank Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Sort Code** | | | | |  | **12–34** | **–56** | |  | **Account Number** |  | **123456** |  |
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| GL account | | | | | Cost Object | |  |  | Description/purpose of Payment | | | Amount | Tax |
|  |  |  |  |  |  |  |  |  |  |  |  |  | Code |
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Total amount payable **59 70**

|  |  |  |  |
| --- | --- | --- | --- |
| Completed by: | **Your name and signature** | Date | **Date of completion** |
|  |  |  |  |
| Authorised | **Leave blank** | Date | **Leave blank** |
|  |  |  |  |
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**Receipt(s) must be attached**

**Payment will be made directly to your bank or building society by BACS please supply details above**

SAP008/10.00

