

SAP document no.

UNIVERSITY OF LEEDS

AUTHORITY FOR PAYMENT

ALL FIELDS ARE MANDATORY

Beneficiary’s Name

Address

Bank Details ENSURE ALL BANK DETAILS ARE CORRECT & VERIFIED PRIOR TO SUBMITTING FORM TO ACCOUNTS PAYABLE

UK PAYMENTS

|  |  |  |  |
| --- | --- | --- | --- |
| Sort Code | - | Account Number |  |

OVERSEAS PAYMENTS For payments abroad the full Bank name, Address & either a SWIFT Code (BIC) and IBAN number or

ABA routing number and Account number are required (or relevant combination for your bank).

|  |  |
| --- | --- |
| Bank Name & Address |  |
| SWIFT (BIC) / ABA Routing |  | IBAN Number / Account Number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GL account | Cost Object / Centre / WBS | Description / purpose of payment | Amount | TaxCode |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TOTAL AMOUNT PAYABLE |  |  |  |

Print name (CAPITAL LETTERS) sign name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Completed by: |  |  | Date |  |
| Authorised signatory: (different to completer) |  |  | Date |  |

Financial procedures can be found on: [www.leeds.ac.uk/finance/policies/procedures](http://www.leeds.ac.uk/finance/policies/procedures)