|  |
| --- |
| **Accounts Payable Payment Request Form**  |
| **Guidance** |
| **This form** can be used in certain circumstances to make payments to individuals where there is no VAT payable i.e. where payments are not being made in return for provision of a service. This form is most likely used in situations where the department initiates the payments to students (which may include one-off bursaries, student award payment, grants, prizes etc). If you are making payment to a person/professional body in other circumstances (i.e. payment for services, or to transfer share of grant funding) where an invoice would not normally be expected, you must use the Non-PO Supplier Payments Form to ensure VAT information is provided.In all situations, you should follow our [Payment Process Overview](https://uoe.sharepoint.com/sites/FinanceOperations) before submitting a payment request form as some tax checks may be required.Please complete all sections of the form and send with the supporting papers to Finance.Helpline@ed.ac.uk |
| **Section 1 – Payee details -** (Please do not use any special characters i.e. accents, hyphens, apostrophes) |
| Payee name: |       |
| Email address (for remittance advice): |       |
| Address *(not required for student payments):* | Address line 1:      Address line 2:      Address line 3:      Post code:       |
| Payee type (please select from drop down); | Choose an item. | Supplier no *(refer to supplier list, leave blank if not known)*: |       |
| **Section 2 - Payment details** |
| Payment amount: |       | Payment currency (i.e. GBP, EUR, USD) \* see note below |       |
| **Reason for payment (add description):** |
|       |
| **Section 3 – Bank details of recipient** |
| Name on account (if different from payee name): |       |
| Bank/Building Society name: |       |
| Branch address: |       |
| Account Number/Roll Number: |       | Sort Code: |       |
| IBAN: |       | BIC/SWIFT: |       |
| IFSC number or account type: |       | Routing or transit number: |       |
| **If the invoice is to be paid to a UK bank account**, any foreign currency claims should be converted to sterling (GBP) at the nearest applicable exchange rate to the date of the transaction and claimed in sterling (GBP) “including any charges”. **If the claim/invoice is to be paid to an overseas account**, you should convert the claim to the relevant currency accepted by your bank i.e. to make a payment to an account held in Germany claims should be paid in EUROS. You can use: [xe.com](https://www.xe.com/) to convert the transaction or attach an image of the transaction from your bank statement for evidencing the claim value.**NOTE:** We can only make payments in currencies supported by our Finance System if the payment currency you select isn’t supported, you should default to USD or GBP. Supported currency rates can be found here: [Currency list](https://uoe-finance.ed.ac.uk/sites/default/files/2025-04/Currency%20List%2025.pdf) |

|  |
| --- |
| **Section 4: Costing Information (for non-project related payments) - please refer to the** [Guidance for the New Chart of Accounts General Ledger Mapping Tool](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D). |
|   | **Payment Amount**  | **Entity** **(3 digits)** | **Fund****(6 digits)** | **Cost Centre****(8 digits)** | **Account****(4 digits)** | **Analysis****(6 digits)** | **Portfolio****(8 digits)** | **Product****(8 digits)** | **Intercompany****(3 digits)** |
|  |  | **MANDATORY** Use the mapping tool | **MANDATORY**Type of funding the cost is attached to | **MANDATORY**Organisational Unit (department) | **MANDATORY** Use the mapping tool | Likely to always be zero - check the mapping tool | Likely to always be zero - check the mapping tool | Likely to always be zero - check the mapping tool | For cross charging to or from a subsidiary - check mapping tool |
| *Example* | *150.00* | *110* | *123456* | *12345678* | *1234* | *000000* | *00000000* | *00000000* | *000* |
| **Costing Split 1** |       |     |       |       |      |       |       |       |     |
| **Costing Split 2** |       |     |       |       |      |       |       |       |     |
| **Costing Split 3** |       |     |       |       |      |       |       |       |     |
| **Costing Split 4** |       |     |       |       |      |       |       |       |     |
| **Costing Split 5** |       |     |       |       |      |       |       |       |     |
| **Prepared by (used for approval route):** |        | **Date (DD/MM/YYYY):** |        |
| Section 5: Costing Information (for payments associated with projects) - please refer to the[Guidance for POETA and mapping information](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) |
|  | **Payment Amount****MANDATORY**  | **Project number****MANDATORY** Use the mapping tool | **Task Number** **MANDATORY**Use mapping tool or task 1 if unknown | **Expenditure Type****MANDATORY**Use the mapping tool | **Expenditure Organisation**Always University of Edinburgh |
| *Example* | *150.00* | *1172081\_117083* | *1* | Drop down from mapping tool | *University of Edinburgh* |
| **Costing Split 1** |       |       |       |       |  *University of Edinburgh*  |
| **Costing Split 2** |       |       |       |       |  *University of Edinburgh*  |
| **Costing Split 3** |       |       |       |       |  *University of Edinburgh*  |
| **Costing Split 4** |       |       |       |       |  *University of Edinburgh*  |
| **Costing Split 5** |       |       |       |       |  *University of Edinburgh*  |
| **Prepared by (used for approval route):** |        | **Date DD/MM/YYYY):** |        |