



# Payment Request

# PR1

Version 2.0

*This form is to be used to make a payment as per the Payment Type drop-down list below.  
This form is not to be used to pay tax invoices, employee payments, student payments.  
This is a pdf writeable form and can be typed (preferred method).*

**Accounts Payable Use Only**  
Voucher ID

## Select Payment Type

[UNSW Approved Payment Types](#)

Payment Type

Detail (only required if Payment Type is 'Other')

## Vendor Details

(vendor must exist in NS Financials, look up vendor details in the [Finance Portal](#) or use the [Vendor Creation Form](#) to create a new vendor)

Vendor Number

Vendor Name

Address

Suburb/City

State

Post Code

Country

E-mail

## Payment Instructions

(payment will be made based on the details in the vendor record unless otherwise specified in "Special Payment Instructions" below)

Comments for Payment Advice

Special Payment Instructions

## Banking Details

(Attach supporting documents of the vendor's bank details for Finance Validation)

Bank

Acc Name

Branch

BSB/SWIFT

Account/IBAN No

## Accounting

Description

*(This will appear in NS Financials reporting. Maximum 30 characters.)*

*All amounts must be entered in selected currency. Default is AUD.*

Account #	Fund	Department	Project ID	GST Code	Amount (excl GST)	GST Amount	Total Amount (incl GST)
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Total

## Requested By

Name

Employee ID

Date

Email

Phone

Signature

## Approved By

(approver must be a financial delegate)

Name

Employee ID

Date

Email

Phone

Signature

## How to submit the form

1. Print completed form
2. Requester to sign
3. Attach supporting documentation
4. Approver to sign
5. Email to [aphelp@unsw.edu.au](mailto:aphelp@unsw.edu.au)