



Payment Request version 2.1

PR1

This forms requires the following **supporting document** to verify Vendor's / Payee's bank account details and not providing will cause delay in processing.

Please provide one of the following.

a) A deposit slip OR

b) A copy of the payee's Bank Statement with header displaying payee's name and a/c number OR

c) A letter from the bank confirming payee's name and bank a/c number (it must contain a teller bank stamp).

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 verifying vendors account details: Bank deposit slip OR payee's Bank Statement with header displaying payee's name & a/c number OR Confirmation letter from Bank

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 - see above 4. Approver to sign 5. Email to aphelp@unsw.edu.au