



Payment Request version 2.2

PR1

This form is not to be used to pay tax invoices. Please attach supporting expense documentation.

This form requires the following supporting documents to verify Vendor's / Payee bank account details and to ensure prompt payment.

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

Other Comments

Vendor Details

Vendor Name

Address

Suburb/City

State

Post Code

Country

E-mail

Payment Instructions

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 Requestor must fill in Requested by and Approved by fields. (Provide approver name, ZID and email address).

Name

Employee ID

Date

Email

Phone

Requestor check and selects *approver* has financial delegation to approve payment Y/N

Is there an actual, perceived, or potential conflict of interest in the selection of this supplier? (Refer to conflict of interest policy) Y/N

www.gs.unsw.edu.au/policy/documents/conflictinterestpolicy.pdf

Approved By Approver must have financial delegation. (Once request has been processed, then approver will receive a system work-flow notification seeking approval).

Name

Employee ID

Date

Email

PR1 Form Process flow diagram (Email form to aphelp@unsw.edu.au)

1. Requestor completes PR1 form, attaches supporting documents and emails to Accounts Payable aphelp@unsw.edu.au

2. AP processes PR1 form and a system workflow notification is sent to approver

3. Approver, review payment request, conflict of interest policy and approve or reject through workflow notification

4. Once approved Accounts Payable organise payment