INSTRUCTIONS:

1. Where there is ***no*** invoice, complete this form on-screen and print to make a payment through Accounts Payable, Finance Unit. Supporting **original** documentation **must** be attached for all transactions.
2. Finance is required to ensure the University does not make a payment to a [sanctions regime](http://dfat.gov.au/international-relations/security/sanctions/sanctions-regimes/Pages/sanctions-regimes.aspx) .  Please refer to the [Research and Innovation Services](http://w3.unisa.edu.au/res/ethics/sanctions/whatare.asp) should you have any queries relating to the Autonomous Sanctions Act.
3. Please refer to the [Accounts Payable Handbook](http://www-p.unisa.edu.au/fin/policies/APHandbook.pdf) for detailed instructions on the use of this form.

|  |  |
| --- | --- |
| **Payment Method:** | □ Bank Transfer/Telegraphic Transfer (EFT)***Complete all sections 1, 2, 3 (if applicable), 4, 5 and 6.*** |
| **1. BENEFICIARY DETAILS**  |
| **Payable To:** |  |
| **Address:** |  |
| **Country:****Telephone Number:****Birthdate: (***For china only)* |  |
| **2. BENEFICIARY BANK ACCOUNT DETAILS**  |
| *A* ***Beneficiary Bank*** *is the bank used by the beneficiary (where their account is held).* |
| **Account Name:***(Name on Account not Account Type)* |   |
| **Account Number:***(EU countries please include IBAN)* |  |
| **Accepted Currencies:** |  |
| **Bank Name:** |  |
| **Bank Address:** |  |
| *Minimum 1 required;***Sort Code** *(for UK payments only)***:****Routing Transit Number** *(for USA payments only):***SWIFT Code** *(for all other countries)***:** *And (if applicable to beneficiary country);***Institution number and Transit Code** *(for payments to Canada):***IFSC Code** *(For payments to India):* |  |
| **3. CORRESPONDENT BANK DETAILS**  |
| ***Note:*** *For Bank Transfer/Telegraphic Transfer/EFT* ***payments in a different currency*** *to the currency of the beneficiary.* |
| *A* ***Correspondent Bank*** *(in Australia) acts as a point of contact where the payment amount is in a different currency to that of the beneficiary.* |
| **Bank Name:** |  |
| **SWIFT Code:**  |  |
| ***Note:* *Expenditure, selected* *Payment Currency and Authorisation******must*** *be completed on* ***Page 3****.* |
| **4. For services provided by an Overseas Guest**  |
| **Was the supply performed in Australia? Yes, No.(if No, nothing further required)** **If Yes, please continue provide a copy of the following documentation.**  |
|  **A copy of the Letter of Invitation, Offer Letter, or Contractor Services Agreement.** |
|  **A copy of the Visa Grant Notice**  |

|  |  |
| --- | --- |
| **5. EXPENDITURE DETAILS** | ***Finance Unit Use Only*** |
| Expenditure Narration (maximum 40 characters) | GST Code | Sub Ledger (AD, PG, SR, TN, PD) | Account Code & Item Code( \_ \_ - \_ \_ ) \_ \_ \_ \_ \_ \_ - \_ \_ \_ \_ PD Only Cost Centre Item Code | **Currency** | **Amount** | **Payment Currency Rate** | **Payment Amount** |
|  |  |  |  |  | - |  |  |  |  |  |
|  |  |  |  |  | - |  |  |  |  |  |
|  |  |  |  |  | - |  |  |  |  |  |
|  |  |  |  |  | - |  |  |  |  |  |
|  |  |  |  |  | - |  |  |  |  |  |
|  |  |  |  |  | - |  |  |  |  |  |
| **Currency for Payment:** |  | **Total for Payment:** |  |

|  |
| --- |
| **6. AUTHORISATION** |
| **Claimant** | **Preparer** (if not the Claimant) | **Authorising Delegate***I have the appropriate authority to approve this expenditure as per Ref 1.1 of the Vice Chancellors Financial Authorisations. I also certify that the above expenditure is incurred for official University purposes, is correctly coded and is supported by appropriate documentation.* |
| Signature: |  | Signature: |  | Signature: |  |
| Name (*print*): |  | Name (print): |  | Name (print): |  |
| Date: |  | Date: |  | Date: |  |
| Ext No: |  | Ext No: |  | Ext No: |  |