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.

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| --- | --- | --- | --- | --- |
| **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** | | | | |

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| **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: |  |