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| **Heriot-Watt University****Ad Hoc Payment Form** |
|  | 1. **Payee Details**
 |  |
|  | Payee Name: |  |  |
|  | Address: |  | Postcode: |  |  |
|  | Email Address: |  |  |
|  |
|  | 1. **Payment Details**
 |  |
|  | Purpose of Payment: |  |  |
|  | Amount: |  |  |
|  | Currency: |  |  |
|  | Account Holder’s Name |  |  |
|  | Bank Name: |  |  |
|  | **UK Payments** |  |
|  | Account Number: |  | Sort Code: |  |  |
|  | **Non-UK Payments** |  |
|  | Account Number: |  |  |
|  | IBAN Number: |  |  |
|  | Swift/BIC Code: |  |  |
|  | Routing Number: |  |  |
|  | Intermediary Bank Name: |  |  |
|  | Intermediary Bank Address: |  |  |
|  | Intermediary Swift/BIC Code: |  |  |
|  |
|  | 1. **Payee Tax Declaration**
 |  |
|  | The Payee takes full responsibility for any tax requirements or implications related to this payment | I Agree [ ]  |  |
|  |
|  | 1. **Payee Signature**
 |  |
|  | Name: |  |  |
|  | Signature: |  | Date: |  |  |
|  |
|  | 1. **Finance Coding & Approval (INTERNAL USE ONLY)**
 |  |
|  | Entity | Business Unit | Cost Centre | Account | Activity | Product | Job | Country  | I/C | Project No. | Task | Exp Type | Exp Org |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Finance Business Partner Approval |  |
|  | Name: |  |  |
|  | Signature: |  | Date: |  |  |
|  |

**Payee to complete all applicable details Sections 1-4 - *any queries, please speak to your Heriot-Watt contact for help***

**Completed form to be returned by email to your Heriot-Watt contact person**

Ad Hoc Payment Process

* This form replaces the One Time Payment Form
* To be used for ad hoc payments only, e.g. recurring External Examiners or Assessors fees, one time payments
* Form to be completed by the Payee - All applicable details in sections 1-4 to be **fully** completed by Payee
* Completed form to be returned to the Heriot-Watt contact person

Internal Heriot-Watt

* Full GL coding to be completed on all forms
* Forms **MUST** be passed to Finance Business Partner for review and approval
* Values $\leq $ £3,000.00 should be reviewed, and if agreed, be approved by Finance Business Partners
* Fully completed, coded and approved forms, email directly to Accounts Payable for processing and payment
* Values > £3,000.00 should still be reviewed and approved by Finance business Partners, then sent to Elaine Murray for review and any additional approvals, before they will be passed for processing and payment