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| ***Ad Hoc Payment Request (Not for UCD Student Use)*** |
| **Date:** |  |  |  |  |
| **Payee:**  |  |  |  |  |
| **Address:** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Email:** |  |  |  |  |
| **Contact No.:** |  |  |  |  |
| **Total Amount:** |  |  |  |  |
| **Research Grants/Other Funds** |
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Cost Centre Spend Category: Analysis€€ |
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Cost Centre Spend Category: Analysis Project Code: Research/other€

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€ |
| ***The List of Spend Categories is available*** [***here on the Finance Office website***](https://www.ucd.ie/finance/financeoperations/adhocpayments/adhocpayments/)***.*****Purpose of Expenditure:**  |
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| **Receipt/Documentation Attached**  |
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| Name on Bank Account: |  |  |  |  |
| IBAN No: |  |  |  |  |
| BIC No: |  |  |  |  |
| Bank Name: |  |  |  |  |
| *For payments of non euro accounts, please attach bank details* |
| **Approved by Head of School/Account Manager** |
| **Authoriser:****Signature:** |  |  |  |  |
| (Digital Signature Required. Submit completed form to nonstaffpayments@ucd.ie) |