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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** | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  |  |  |  |  |   Cost Centre Spend Category: Analysis  €    € | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  |  |  |  |  |   Cost Centre Spend Category: Analysis Project Code: Research/other  €   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  |   € | | | | |
| ***The List of Spend Categories is available*** [***here on the Finance Office website***](https://www.ucd.ie/finance/financeoperations/adhocpayments/adhocpayments/)***.***  **Purpose of Expenditure:** | | | | |
|  | | | | |
|  | | | | |
| **Receipt/Documentation Attached** | | | | |
|  | | | | |
| 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](mailto:nonstaffpayments@ucd.ie)) | | | | |