Non Staff Payment Request (Bank Transfer Only) Date: Payee: Address:	
Payee:	
Vat Num: PPS Num:	
E-Mail:	
Contact No. :	
Total Amount: €	
Research Grants/Other Funds	
Cost Centre Accounts/Analysis	
€	
€	
Cost Centre Accounts/Analysis Research/D Account	
Purpose of Expenditure:	
Receipt/Documentation Attached	
Bank Information for EFT: IBAN No:	
BIC No:	
Bank Name:	
For payments of non euro accounts, please attach bank details	
Approved by Head of School/Account Manager	
Signature:	
BLOCK CAPITALS - Authoriser: (Please ensure authoriser signature is filled in)	