

Sundry Payee Form (30 days Payment Terms)

For foreign currency payments please see the Sundry Foreign Payments Form

For **fast payment** please see the Payment Terms Amendment Request Form

RECEIPTS MUST BE PROVIDED OR CLAIM WILL BE REJECTED BY THE FINANCE OFFICE

APPROVAL WILL BE CARRIED OUT THROUGH AGRASSO WORKFLOW AS PER THE DELEGATION OF FINANCIAL AUTHORITY

(Please Complete in Block Capitals)

This section must be completed within the College/School/Subject/Department

Form Completed By Telephone Number

Please indicate payment method i.e BACS or Cheque

Cheque

BACS If BACS please complete the following details:

Bank Account
Sort Code

Confirmation of Bank Details Attached

Claimant's Reference/Invoice no :

Name of Claimant

Address where Cheque/Remittance to be sent

Post Code

Date of Claim/Invoice date

Amount of Claim (GBP only)

£	£	£	£	£	£	p	p

Account Code			
7	4	2	0

Sub-Project Code							
1	6	4	9	1	3	-	0

Tax Code	

TAX codes to be used	
AO	0% - No Supply O/S
AE	0% - Exempt Education or Research
AZ	0% - Zero-Rated(Books)
AS	20 % - Standard Rated

TOTAL

Description of Expenses Claimed (This will appear in Agresso and also monthly reports)

This section must be completed by the claimant

I certify that this claim;
a) is to reimburse expenditure incurred by me on behalf of the University of Glasgow
b) has not & will not be met by any other outside source
c) should be paid to the bank details quoted above (where payment method BACS chosen)

Signature of Claimant _____ Date _____

Print Name - Block Capitals _____ Date _____

This form and receipts must be sent to the Accounts Payable section within the Finance Office via 2 options.

Option 1 - Via Email*:
This Sundry Payee Form and the Receipts must be scanned and sent together via email to the Accounts Payable Section:
finance-accountspayable@glasgow.ac.uk
***IF SENDING THIS FORM VIA EMAIL THE ORIGINAL RECEIPTS MUST BE FILED WITHIN THE COLLEGE/SCHOOL/DEPARTMENT ***

Option 2 - Via Internal Post**:
This Sundry Payee Form, the Receipts must be photocopied and sent together with the originals via internal post to:
Accounts Payable, Finance Office
****IF SENDING THIS FORM VIA INTERNAL POST ANY RECEIPTS MUST BE PHOTOCOPIED AND BE SENT WITH THE ORIGINALS****