

PAYMENT VOUCHER

Department

For all foreign payments and UK purchases without a purchase order

PAYMENT DETAILS: (Note 1)

Supplier No.		Use Sundry Supplier Account (if yes tick box)	<input type="checkbox"/>
Name			
Address			
		Postcode	
AMOUNT TO PAY		Sterling <input type="checkbox"/> Currency <input type="checkbox"/> Currency Code	

BANK DETAILS: All fields need to be completed for a foreign payment, only fields marked (*) for a UK BACS payment (Note 7)

Sort Code *		Name of Bank:
Account Number *		Address of Bank:
Name of A/C Holder	
IBAN	
SWIFT	
Routing Code	

BUYER'S SIGNATURE: (Note 5)

Name: _____

Ext No: _____

PURPOSE OF EXPENDITURE: (Note 3)

.....	Supporting documentation attached	<input type="checkbox"/>
----------------------------------	-----------------------------------	--------------------------

EXPENDITURE ANALYSIS:

Co.	Account	Project Code	Product Code	Tax Code	Nett Amount	Description for Reports and Enquiries

If applicable - i.e. account codes relating to expenditure of a personal nature, please enter:

Resource No. Journey Reason
 (as found on Person Finder)

	Date Received	Signature	Date
Goods or Services Received			
Budget Holders Signature (Note 4)			
Departmental Authorisation (Notes 5 & 6)	This must not be by same person as the buyer		

Authorisation of this payment will be taken to mean that no relationship prohibited under regulation G7 of the Finance Regulations exists

NOTES RELEVANT TO PURCHASES MADE WITHOUT A PURCHASE ORDER

1. SUPPLIER NUMBER

If there is no supplier number then you will need to complete the New Supplier Request forms available on the Purchasing Services web page. Where the payment is a genuine one off then we may consider paying this as a sundry supplier but this should be agreed in advance with Purchasing Services. A supplier number is not required where a Confirmation of Engagement has been issued, attach a copy of the agreement to the payment voucher and send it to the Payments Office.

2. PURCHASE ORDERS

All purchases made by the University of Bath should be covered by an official purchase order regardless of the funding source, please refer to Purchasing Policy UP3.4 for further details. Under these regulations, though, certain purchases are exempt and do not need a purchase order, a list of these can be found on the Purchasing Services web page.

3. PURPOSE OF EXPENDITURE

The purpose of expenditure requires completion only where the supporting documentation or invoice does not contain sufficient detail to enable payment to be made.

4. APPROVAL BY BUDGET HOLDER

The approval of the budget holder must be obtained. If it is not possible or practical for the budget holder to authorise the payment, this may be delegated to the department administrator.

5. DIVISION OF DUTIES

Ideally, a different person should sign/authorise the payment voucher at each stage of the purchasing process. This is not always possible, and in such cases, the minimum number of people who can be involved is **TWO**. It is **essential that the buyer and the person authorising on behalf of the department are NOT the same person**. If a minimum of two signatures are not on the payment voucher it will be returned to you and payment will be delayed.

6. DEPARTMENT AUTHORISATION

Please ensure that the person authorising the payment has the prior authorisation of the Head of Department to authorise payments for the relevant budgets that are being charged.

7. BANK DETAILS

For payments being made by BAGS transfer to a UK bank only the supplier's sort code and account number details are needed. With a foreign payment all of the fields in the bank details box need to be completed for the payment to be made. Each foreign payment has to be treated as a one off and these details are not held even if the supplier has previously been