

**REFUND VOUCHER**

Agresso GL

**DEPARTMENT****PAYMENT DETAILS:**

Supplier No: (if known) AP

Customer Name:

Payable to: (if different from above)

Address for Payment:

REFUND AMOUNT

GBP

Currency

Currency Code

i.e. USD

Refund payment type

Cheque

UK  
BACSCard  
ManualCard  
OnlineForeign  
PaymentRefund  
Source a/c

Bank A/C details for UK BACS - only fields marked \* / Foreign Payment - all fields required

Sort Code\*

Bank Name:

Account No:\*

Account Holder Name

Bank Address:

SWIFT

IBAN

Routing Code (USA Only)**REASON FOR REFUND:**

Supporting documentation attached

Yes / No

**PAYMENT REFERENCES:**

Cashier's Office Use Only:

Transaction No:	Date	Amount	Payment Ref	Check	Initials
				Yes / No	
			Coding	Yes / No	
			Debit Memo	Yes / No	
			Credit Note / Memo	Yes / No	
			O/S Debts	Yes / No	

Account Code	Project	*VAT Code	Amount	Description

\*VAT Code Table

S1 - Std rate

SE - Exempt

SO - Outside Scope

SZ - Zero rate

Prepared by	Signature	Date
	Sign and print name	
Departmental Authorisation	Sign and print name	
CASHIER'S OFFICE AUTHORISATION		
FINANCE OFFICE USE ONLY	Cheque no:	Transaction number: