

UNIVERSITY COLLEGE CORK
FINANCE OFFICE
Accounts Payable
Sundry Payment Request Form



Payee Details:

Name of Payee : _____

Address: _____

Payee Email Address: _____

Reason for Payment: _____

Payee Bank Details:

For Euro payments within and outside Ireland but within the EU and Stg payments to the UK

Bank Account Number: _____

Bank Sort Code: _____

IBAN Number: _____

Bank Swift / BIC: _____

For all other worldwide payments:

Bank Account Number: _____

Bank Routing Number: _____

and / or

Bank Swift / BIC: _____

Details of Payment:

Amount: _____

Currency _____

Signature of Authoriser: _____

Code: _____

Account Code

Cost Centre

Project

All queries on this document to be sent to ap@ucc.ie

Updated by Finance Office Jan 2015

Sundry Payment Request Form



Please note the following:

- As all payments are made via bank transfer (EFT) bank details will be required for the payee. By authorising this payment you are also confirming that the bank details provided for the payee are correct.
- The Sundry Payment Request Form should not be used for expense claims for visitors or staff. Separate forms for visitors or staff are available at the following link:
<http://www.ucc.ie/en/financeoffice/forms/ap/>
- This form must be completed in full. A reason explaining the request for the payment must be given. If not the form will be returned.
- Letters can no longer be accepted as requests for payments.
- All queries on this document to be sent to **ap@ucc.ie**
- **Please return this form, in hard copy and authorised for payment, to:**

Accounts Payable
Finance Office
UCC