

**UNIVERSITY COLLEGE CORK  
FINANCE OFFICE  
Accounts Payable  
Sundry Payment Request Form**



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**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

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All queries on this document to be sent to [ap@ucc.ie](mailto:ap@ucc.ie)

Updated by Finance Office Jan 2015

## Sundry Payment Request Form

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### **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**