

**NATIONAL UNIVERSITY OF SINGAPORE
REQUEST FOR PAYMENT TO INDIVIDUAL (RFP)**

To: Shared Financial Service Centre

Please arrange for payment/reimbursement to:

NUS Staff No. NUS Student Matric No.

Payee's Name (as in bank account):

Payee's Mailing Address (only required for external individual):

Payee's Bank Account Details (only required for external individual to be paid by GIRO/TT):

By GIRO:

Bank No.

Branch No.

Account No:

By TT:

Bank's Name: _____

Bank's SWIFT Code/Routing No. : _____

Bank's Address: _____

Bank Account No. : _____

If Intermediary Bank (IB) is applicable, indicate IB's name, IB's SWIFT Code/Routing No., IB's Address and bank account no. with IB:

Amount (S\$ / US\$ / £ / Others: _____): _____

Purpose/Particulars of Payment:

I certify that these expenses were incurred for official purposes and in compliance with University guidelines. Electronic receipts enclosed (if there are any) have not been submitted previously for claiming.

Signature of Payee / Date
(Signature of claimant is required for reimbursement claims)

For Department's Use:

CO	PK	Vendor/ GL A/C	Amount	GST Code	WBS No./ BA
DT	31				

Verified By: _____
Signature / Date

Approved by:

Authorised Signatory / Date

Instructions

1. Payee's Bank Account Details (For Payment By GIRO/TT).

For NUS students, it is **not necessary** to indicate the student's bank account no. in the form. The credit bank account maintained by the student in the Integrated Student Information System (ISIS) is interfaced to SAP-AP on a daily basis.

2. Signature of Payee.

This is required for reimbursement claims.

Where the department is using this form for payment in accordance with the engagement letter issued/approval conveyed to the individual (e.g. for per diem allowance), this can be left blank. The copy of such letter/approval should be attached to the form.