**Request for Payment (RFP)**

*To be completed by department*

**Please arrange for payment and/or reimbursement to :**

|  |  |  |
| --- | --- | --- |
| **Staff / Student / Vendor Number:** |  | **Payee’s Name (in capital letter, per bank records) :** |
|       |  |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment****Currency :** |       |  | **Amount :** |       |

**Purpose/Particulars of Payment :**

|  |
| --- |
|       |

**Payment Details :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Debit (DR) /****Credit (CR)** | **GL Account No. / Fixed Asset No.** | **Amount** | **GST Code** | **WBS No. /** **Business Area (BA)** |
| 1 |    |       |       |    |    |       |
| 2 |    |       |       |    |    |       |
| 3 |    |       |       |    |    |       |
| 4 |    |       |       |    |    |       |
| 5 |    |       |       |    |    |       |
| 6 |    |       |       |    |    |       |
| 7 |    |       |       |    |    |       |
| 8 |    |       |       |    |    |       |
| 9 |    |       |       |    |    |       |
| 10 |    |       |       |    |    |       |
| 11 |    |       |       |    |    |       |
| 12 |    |       |       |    |    |       |
| 13 |    |       |       |    |    |       |
| 14 |    |       |       |    |    |       |
| 15 |    |       |       |    |    |       |

|  |  |
| --- | --- |
| **Name or User ID of Authorised Approving Officer :****(per delegated and maintained in VIM)** |       |

|  |  |  |
| --- | --- | --- |
| **Prepared By:**       |  | **Verified By:**       |
| **Name and Signature / Date***(If same as verifier, this may be left blank)* |  | **Name and Signature of Verifier / Date** |

**Additional Information, where applicable :**

* Bank Charges on Payment by TT: *(please select)*

[ ]  Default [ ]  OP [ ]  BE

|  |  |  |
| --- | --- | --- |
| (NUS bears local bank charges, payee bears foreign bank charges) | (NUS bears all bank charges) | (Payee bears all bank charges) |

* Additional Information required for TT Payment on below currencies: *(please input)*

|  |  |  |  |
| --- | --- | --- | --- |
| Bangladesh Taka (BDT)Chinese Yuan Renminbi (CNY)Korean Won (KRW)Malaysian Ringgit (MYR)Taiwan Dollar (TWD) | Telephone Number | : |       |
| Pakistani Rupee (PKR) | Telephone Number | : |       |
| Payee’s CNIC Number / National Tax Corporate No. | : |       |
| Russian Ruble (RUB) | VO Code (5 digit) | : |       |
| Indian Rupee (INR) | IFSC Code | : |       |