

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 :

Student Project Expenses Claim for _____ (module code)

Payment Details :

#	Debit (DR) / Credit (CR)	GL Account No. / Fixed Asset No.	Amount	GST Code	WBS No. / Business Area (BA)
1					H-134-00-000002
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
(NUS bears local bank charges, payee bears foreign bank charges)
 - OP
(NUS bears all bank charges)
 - BE
(Payee bears all bank charges)

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

Bangladesh Taka (BDT)	Telephone Number	:
Chinese Yuan Renminbi (CNY)		
Korean Won (KRW)		
Malaysian Ringgit (MYR)		
Taiwan Dollar (TWD)		

Pakistani Rupee (PKR)	Telephone Number	:
	Payee's CNIC Number /	:
	National Tax Corporate No.	:

Russian Ruble (RUB)	VO Code (5 digit)	:
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Indian Rupee (INR)	IFSC Code	:
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