|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Heriot-Watt University**  **Ad Hoc Payment Form** | | | | | | | | | | | | | | | | | |
|  | 1. **Payee Details** | | | | | | | | | | | | | | | |  |
|  | Payee Name: | | |  | | | | | | | | | | | | |  |
|  | Address: | | |  | | | | | | | | | Postcode: | |  | |  |
|  | Email Address: | | |  | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | |
|  | 1. **Payment Details** | | | | | | | | | | | | | | | |  |
|  | Purpose of Payment: | | | | |  | | | | | | | | | | |  |
|  | Amount: | | | | |  | | | | | | | | | | |  |
|  | Currency: | | | | |  | | | | | | | | | | |  |
|  | Account Holder’s Name | | | | |  | | | | | | | | | | |  |
|  | Bank Name: | | | | |  | | | | | | | | | | |  |
|  | **UK Payments** | | | | | | | | | | | | | | | |  |
|  | Account Number: | | | | |  | | | | | | | Sort Code: | |  | |  |
|  | **Non-UK Payments** | | | | | | | | | | | | | | | |  |
|  | Account Number: | | | | |  | | | | | | | | | | |  |
|  | IBAN Number: | | | | |  | | | | | | | | | | |  |
|  | Swift/BIC Code: | | | | |  | | | | | | | | | | |  |
|  | Routing Number: | | | | |  | | | | | | | | | | |  |
|  | Intermediary Bank Name: | | | | |  | | | | | | | | | | |  |
|  | Intermediary Bank Address: | | | | |  | | | | | | | | | | |  |
|  | Intermediary Swift/BIC Code: | | | | |  | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | |
|  | 1. **Payee Tax Declaration** | | | | | | | | | | | | | | | |  |
|  | The Payee takes full responsibility for any tax requirements or implications related to this payment | | | | | | | | | | | | | | I Agree | |  |
|  | | | | | | | | | | | | | | | | | |
|  | 1. **Payee Signature** | | | | | | | | | | | | | | | |  |
|  | Name: | | |  | | | | | | | | | | | | |  |
|  | Signature: | | |  | | | | | | | | | Date: | |  | |  |
|  | | | | | | | | | | | | | | | | | |
|  | 1. **Finance Coding & Approval (INTERNAL USE ONLY)** | | | | | | | | | | | | | | | |  |
|  | Entity | Business Unit | Cost Centre | | Account | | Activity | Product | Job | Country | I/C | Project No. | | Task | Exp Type | Exp Org |  |
|  |  |  |  | |  | |  |  |  |  |  |  | |  |  |  |  |
|  | Finance Business Partner Approval | | | | | | | | | | | | | | | |  |
|  | Name: | | |  | | | | | | | | | | | | |  |
|  | Signature: | | |  | | | | | | | | | Date: | |  | |  |
|  | | | | | | | | | | | | | | | | | |

**Payee to complete all applicable details Sections 1-4 - *any queries, please speak to your Heriot-Watt contact for help***

**Completed form to be returned by email to your Heriot-Watt contact person**

Ad Hoc Payment Process

* This form replaces the One Time Payment Form
* To be used for ad hoc payments only, e.g. recurring External Examiners or Assessors fees, one time payments
* Form to be completed by the Payee - All applicable details in sections 1-4 to be **fully** completed by Payee
* Completed form to be returned to the Heriot-Watt contact person

Internal Heriot-Watt

* Full GL coding to be completed on all forms
* Forms **MUST** be passed to Finance Business Partner for review and approval
* Values £3,000.00 should be reviewed, and if agreed, be approved by Finance Business Partners
* Fully completed, coded and approved forms, email directly to Accounts Payable for processing and payment
* Values > £3,000.00 should still be reviewed and approved by Finance business Partners, then sent to Elaine Murray for review and any additional approvals, before they will be passed for processing and payment