Request for Payment (RFP)

To be completed by department

NUS National University of Singapore

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:

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)

Payment Details :

#	Debit (DR) / Credit (CR)	GL Account No. / Fixed Asset No.	Amount		GST Code	WBS No.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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

Prepared By:

Verified By:

Name and Date
(If same as verifier, this may be left blank)

Name of Cluster / Faculty / Department Finance Verifier and Date