University of Glasgow - Foreign Payment Template

Finance Office use only
Voucher No.
Dft/CPO ref.

Forward To : **Financial Accounting Section**
Cash & Treasury Subsection
Finance Office

Creditor Short Name (if known)

To enable the Finance Office to process foreign payment requests quickly and efficiently please complete all the input fields for either a Foreign Draft (cheque), or S.W.I.F.T. payment (Electronic transfer direct to beneficiary's bank account)
Please attach documentary evidence e.g. invoice, conference registration form, receipts, travel tickets) to support request for outgoing foreign payment.

Please complete (in black ink) either part A or B and delete where appropriate.

A Foreign Draft

Beneficiary's Name	
Beneficiary's Address (MANDATORY)	
Country / Currency Payable In	
Amount (in currency)	
Amount in Words	

B S.W.I.F.T. Payment

Beneficiary's Name	
Beneficiary's Address (MANDATORY)	
Beneficiary's Bank Name	
Beneficiary's Bank Address (MANDATORY)	
Beneficiary's SWIFT Code / BIC Code	
Beneficiary's IBAN / Account Number	
ABA/routing number (if available) USA	
Country / Currency Payable In	
Amount (in currency)	
Amount in Words	
Reference / Invoice Number (optional)	

Finance coding details:

ACCOUNT **PROJECT** **FACULTY REFERENCE*** **only use if directed to do so by your Faculty* **CR** **VAT Code (see below)** **CURRENCY AMOUNT IN FIGURES**

Order Number Description

This will appear in the monthly printouts description field

Finance Office use only	
Foreign = Stg equivalent £	
Foreign = Stg equivalent £	
Foreign = Stg equivalent £	
Foreign = Stg equivalent £	

Signature of Head of Department / Budget Holder

Name in block letters

Date ……

Department	
Contact Name	
Telephone Ext.	
E-mail	

*** VAT Codes**

0% AZ Zero-Rated(Books)
0% EU Vat Charged later
0% EF Vat Exempt Certificate