**Payment Request Form**

**Not to be used for paying Invoices**

**Account Name: Currency**

|  |  |
| --- | --- |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for payment** (Staple receipts/documents) | Account Code to be charged | **(Unit)** | **(.00)** |
|  | 1 | - |  |  |  | - |  |  |  |  | - |  |  |  |  |  |  |  |
|  | 1 | - |  |  |  | - |  |  |  |  | - |  |  |  |  |  |  |  |
|  | 1 | - |  |  |  | - |  |  |  |  | - |  |  |  |  |  |  |  |
|  | 1 | - |  |  |  | - |  |  |  |  | - |  |  |  |  |  |  |  |
|  | 1 | - |  |  |  | - |  |  |  |  | - |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your Ref to appear on Aptos** |  |  | Total amount of payment |  |

|  |  |  |
| --- | --- | --- |
| **Address of Bank** |  | **Authorisation \*** |
|  | Department |  |
|  | Phone Ext. |  |
|  **Bank details** | Name |  |
| Account No/IBAN: | Signature |
| BankCode / Routing No/ Branch Code: | Research office If required |
| Swift Code: | Signature |
| Account Currency:  | Date |  |

### Please complete form in typed format and return form to Accounts Payable Room LRB R5.02

**\*We will not process this form unless the appropriate authorisation is provided**

**All payments will be made either by BACS or Wire Transfer**

**Cheque Requests will NOT be processed**

### All queries to Lse.Finance.Payments@lse.ac.uk