

**NATIONAL UNIVERSITY OF SINGAPORE
REQUEST FOR PAYMENT TO INDIVIDUAL (RFP)**

To: Shared Financial Service Centre

Please arrange for payment/reimbursement to:

Staff No. Student Matric No.

Payee's Name (as in bank account):

Payee's Mailing Address (only required for external individual):

Payee's Bank Account Details (only required for external individual to be paid by GIRO/TT):

By GIRO:

Bank No.

Branch No.

Account No:

By TT:

Bank's Name: _____

Bank's SWIFT Code/Routing No. : _____

Bank's Address: _____

Bank Account No. : _____

If Intermediary Bank (IB) is applicable, indicate IB's name, IB's SWIFT Code/Routing No., IB's Address and bank account no. with IB:

Amount (\$\$ / US\$ / £ / Others: _____):

Purpose/Particulars of Payment:

I certify that these expenses were incurred for official purposes and in compliance with University guidelines. Electronic receipts enclosed (if there are any) have not been submitted previously for claiming.

Signature of Payee / Date
(Signature of claimant is required for reimbursement claims)

For Department's Use:

CO	PK	Vendor/ GL A/C	Amount	GST Code	WBS No./ BA

Verified By: _____
Signature / Date

Approved by (only required if this payment is submitted to OFN/Dean's Office for posting on behalf of department):

Authorised Signatory / Date

Instructions

1. Payee's Bank Account Details (For Payment By GIRO/TT).

For staff members and research scholars, it is **not necessary** to indicate the bank account no. in the form. The bank account no. (which is the same as that submitted to Office of Finance for salary crediting purposes) is already maintained in the vendor no. created for the staff/research scholar.

For NUS students, it is **not necessary** to indicate the student's bank account no. in the form. The bank account no. (obtained by the department from the student) is already maintained in the vendor no. created for the student.

For external individuals, payment through **GIRO** (for local individual) or **TT** (for foreign individual) is encouraged. The department has to request the individual to provide his/her bank details in writing and in the proper format for GIRO/TT payment (refer to instructions 7.4.1 in the Payment Policies and Procedures which are available at OFS's website). For GIRO payment, please provide us with a copy of the bank book or bank statement.

2. Signature of Payee.

This is required for reimbursement claims.

Where the department is using this form for payment in accordance with the engagement letter issued/approval conveyed to the individual (e.g. for per diem allowance), this can be left blank. The copy of such letter/approval should be attached to the form.