

FOREIGN CURRENCY PAYMENT VOUCHER

PLEASE ATTACH APPROPRIATE BACK-UP TO SUPPORT THE EXPENSE

BANK DRAFT

PAYEE NAME ADDRESS	

BLOCK
LETTERS
PLEASE

OR

BANK TRANSFER

IMPORTANT - FOR ALL BANK TRANSFERS PLEASE ALSO COMPLETE PAYEE NAME AND ADDRESS ABOVE

Bank Name Branch Address	
S/Code /Swift Code	
Acc in name of	
A/C OR IBAN No	

Description of Payment _____
and/or Invoice Number _____

Details of Currency Required
e.g. \$10,000 US dollars
or £500 in NLG

CODING

Cost Centre	Account Code	Job Code	
TOTALS			

FINANCE DEPARTMENT USE ONLY

Attachments* Yes/No _____

Prepared by: _____ Telephone No: _____ Date: _____

Authorisation: Name (PRINT) _____ Signature: _____

*Attachments are documents forwarded to the Finance Department that should accompany the payment