FOR

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:** _____