



MEMBERSHIP PAYMENT REQUEST FORM

Payee: _____

Grade: _____ Job Location: _____

Amount: € _____
(in words)

PARTICULARS:

Narrative information/details	AMOUNT	VAT	TOTAL
Circular Revenue 27/06/2012 – Re: Corporate Governance and Tax Compliance			
Section 2.7.1 Taxable, PRSI and USC deductions to be applied			

PLEASE NOTE: Cost Centre Details must be **fully and accurately complete** before submission to HR (T&D Unit) for payment.

COST CENTRE DETAILS:

PROJECT Code	
GL Code:	
Location:	

Requested by: _____
Applicant

Date: _____

Authorised by: _____
Department Head/Principal/AEO

Date: _____

Once authorised, please forward this form to the T&D Unit, HR Department.

Received (T&D Unit): _____

Date: _____