



## PAYMENT REQUEST FORM

Payee: \_\_\_\_\_

Grade: \_\_\_\_\_ Job Location: \_\_\_\_\_

Amount: € \_\_\_\_\_  
(in words) \_\_\_\_\_

### PARTICULARS:

Narrative information/details	AMOUNT	VAT	TOTAL

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
*Applicant*

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Department Head/Principal/AEO*

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

Received (T&D Unit): \_\_\_\_\_ Date: \_\_\_\_\_