RFP FORM

**National University of Singapore**

**Request for Payment (RFP)**

**To:** Shared Financial Service Centre

**Please arrange for payment/reimbursement to:**

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**NUS Staff No. NUS Student ID**

**Payee’s Name** (as in vendor master record):

**Currency: S$ / US$ / Euro / Others**\_\_\_\_\_\_\_\_ **Amount:**

**Purpose/Particulars of Payment:**

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I certify that these expenses were incurred for official purposes.

Receipts enclosed (if there are any) have not been submitted previously for claiming.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Payee[[1]](#footnote-1) / Date**

**----------------------------------------------------------------------------------------------------------------------------------------------------------------------**

For Department’s Use:

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| --- | --- | --- | --- | --- | --- |
| **PK** | **Vendor /** **GL** | **Amount** | | **GST Code** | **WBS No. /** **BA** |
| 31 |  |  |  |  |  |
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**Verified By: Approved by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature / Date Authorised Signatory / Date**

(Approver signature is not required for Departments

under VIM)

**Instructions**

Please fill in the following fields:

**1.** NUS Student ID.

**2.** Payee’s Name – as listed in your student ID.

**3.** Currency and amount.

**4.** Purpose/Particulars of Payment – for example, “Work as Student Associate for [Department/Faculty name] in [month name(s)]”.

**5.** Signature of Payee/Date.

**6.** WBS No./ BA – please ask your supervisor for the specific departmental WBS No. to which your salary will be charged.

**7.** Authorised Signatory/ Date – please ask the Director/Associate Director of your hiring department to enter their name, signature, and the date in this field.

1. 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 this form. [↑](#footnote-ref-1)