

## NATIONAL UNIVERSITY OF SINGAPORE

## Request for Payment (RFP)

To: Shared Financial Service Centre

Date of Request: \_\_\_\_\_

Please arrange for payment/reimbursement to:

NUS Staff No.

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NUS Student ID

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Payee's Name (as in vendor master record):

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

Purpose/Particulars of Payment:


I certify that these expenses were incurred for official purposes.

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

Signature of Payee<sup>1</sup> / Date

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For Department's Use:

PK	Vendor / GL	Amount		GST Code	WBS No. / BA
31					

Verified By:

Approved by:

Name &amp; Signature / Date

Authorised Signatory / Date

(Approver signature is not required for payments processed via VIM)

<sup>1</sup> 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.