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. ☐☐☐☐☐☐   **NUS Student ID** ☐☐☐☐☐☐☐☐☐

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

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[1] / Date

For Department's Use:

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

Verified By: **Approved by:**

_____   _____
Name & Signature / Date   **Authorised Signatory / Date**
                                               (Approver signature is not required for payments processed via VIM)

---

[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.

Updated on 22 December 2014