**Student Award Payment Request** 

|  |  |  |  |
| --- | --- | --- | --- |
| **All Prize Payments must be recorded on the Student Record System.** |  | **Accounts** | **Transaction Ref:** |
|  | **Payable****Use Only** |  |

|  |  |
| --- | --- |
| **Student Details** |  |
| **Student ID Number** |  |
| **Name** |  |

|  |  |
| --- | --- |
| **Please check to confirm that bank account details are set up in the Finance System on this students’ account prior to submitting this request. Failure to do so will result in the payment request being returned.** |  |

Payments are made by BACS to UK bank accounts only. The bank account details must be set up in the Finance System prior to submitting the payment request - failure to do so will result in payment being delayed.

Access to check if student bank account details are in the Finance System can be requested by contacting: finance-helpdesk@abdn.ac.uk.

Students can request bank account details to be set up on the Finance System through the following link: <https://www.abdn.ac.uk/staffnet/forms/expenses-setup>.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Details** |  |  |  |  |
| **Description of Award** | **Account** | **SubProject** | **Amount** | **Currency** |
|  |  |  |  | GBP |
|  |  |  |  | GBP |
|  |  |  |  | GBP |
|  |  |  |  | GBP |
|  |  |  |  | GBP |
|  |  | **TOTAL** |  | GBP |

|  |
| --- |
| **Payment Requested By** |
| **Name** |  | **Contact Telephone** |  |
| **Signed** |  | **Date** |  |

**Please return completed forms to Accounts Payable, Finance Section, University Office.**

Note: Multiple payment requests can be produced by using this form to create a Mail Merge document. Mail Merge instructions can be found in the Microsoft Office Training Workbooks on the IT Training web pages: <https://www.abdn.ac.uk/it/services/training/workbooks.php>.