

Payment Request Form

Not to be used for paying Invoices.

Make payment to:

Currency

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Reason for payment (Staple receipts/documents)	Account Code to be charged														(Unit)	(.00)
	1	-				-					-					
	1	-				-					-					
	1	-				-					-					
	1	-				-					-					
	1	-				-					-					

Your Ref to appear on Aptos	
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Cheque/BACS

Total amount of payment	
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Address of Payee
Bank details
Account No:
BankCode:
Swift Code:

Authorisation *	
Department	
Phone Ext.	
Name	
Signature	
Research office If required	
Signature	
Date	

Please complete and return form to Accounts Payable Room H403

All queries to: Paymentqueries@lse.ac.uk

We will not process this form unless the appropriate authorisation is provided