



Authority For AP Continuing Payment

This form is to be used to make regular payments of significant and large dollar value contracts.

Please attach an initial perpetual GST Tax Invoice and contract documents.

Batch	Accounts Office Use Only

Background

(Nature and Summary of Agreement/Contract (attach copy))

(e.g. Lease- in of #n "A" St from BCD Ltd for n years for "E" Dept Labs)

Amount

(Total amount of EACH payment – Amount in words)

U/O GL Account Code:

Posting to GL GST Total

Payee

(Actual Bank Account Number)

Bank Branch Payee's a/c no. Suffix

(max 2) (max 4) (max 7) (max3)

(Details required by Payee on Bank Statement)

(max 12 chars) (max 12 chars) (max 12 chars)

Dates and frequency

First Payment on: Frequency: (select from drop down list)

Last Payment on: Date Type: (select from drop down list)

NB – If precise last date cannot be given then last payment of the current year **MUST** be entered.

Notes:

Payer

(U/O GL Narrative)

(max 30 chars)

Authorisation

Request originated by

Name:

Department:

Signature:

Date:

Approved for Payment

- 1.
- 2.

(Official U/O Bank a/c Signatories)

Upon Completion of this form, the signed form needs to be returned to the Accounts Payable Office, Financial Services Division.

Or Scan the completed and signed form and email to: accounts@otago.ac.nz