REQUEST FOR PAYMENT

Please note this form is only to be used to request payment for none invoices and should not be used for the payment of goods and services.
If you require assistance please contact the Payments team on exts 3713, 3214 or email FIN_CPT Team4

For Payments use only **Batch Number** **Amount**

PAYEE	ADDRESS	SUPPLIER CODE IF KNOWN	DATE	DESCRIPTION	AMOUNT	EXPENDITURE CODE	REASON FOR REQUEST
Wirral Evolutions	The Grange		10/10/2018	Settlement of equipment claim	£5,067.49	X1000.IF83.90401	Claim settlement
	Grove Road			following theft of equipment			
	Wallasey			from Royden Park			
	Wirral			(Claim IF2018-003)			
	CH45 0JA						
				[redacted]			
Entries prepared and verified by							
Certified by							
I CERTIFY THAT THIS REQUEST FOR PAYMENT/PAYMENTS ARE CORRECT							
AND THAT THE ORIGINAL DOCUMENTATION ARE KEPT IN THE DEPARTMENT							
FOR AUDIT PURPOSE							