



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Finance Department Payment of Creditors Batch Header Slip

Batch Number			
Department Name	EDC		
Number of Invoices			
Batch Total	£		p

		Date	Ext No
Prepared By			
Print Name			
Authorised by			
Print Name			
Keyed by			

TYPE 'B'

EAST DUNBARTONSHIRE COUNCIL - ACCOUNTS PAYABLE

Local Payment Voucher

Subjective	Cost Centre	Amount		VAT
		£		
		£		
		£		
		£		
		£		
950101	CSZ01			VAT ONLY
Total		£		

Payable to	Return to

TYPE 'A'

EAST DUNBARTONSHIRE COUNCIL - ACCOUNTS PAYABLE

Creditors Payment Voucher

[illegible]

TYPE 'A'

EAST DUNBARTONSHIRE COUNCIL - ACCOUNTS PAYABLE

Creditors Payment Voucher

Subjective	Cost Centre		Amount	VAT
950101	CSZ01			VAT ONLY
		Total		

PAYMENT REQUEST (THIS CAN BE USED FOR BOTH CHEQUES AND BACS PAYMENTS)

ALL PAYMENT REQUESTS MUST HAVE BACKUP

WHEN REQUESTING A BACS PAYMENT PLEASE SUPPLY SEPARATE BANK DETAILS

1. DETAILS OF PAYMENT REQUEST (PLEASE PRINT IN BLOCK CAPITALS)				
Payee				
Address				
Postcode				
Reference to included				
in remittance advice				
Total Amount	£			p

2. FINANCIAL CODING					
Subjective		Cost Centre		Amount	VAT
				£	p
				£	p
				£	p
				£	p
950101		CSZ01			VAT ONLY
Payment Total				£	p

3. LAST DATES FOR PAYMENT		
When is the last possible date payment has to be made?		
1. If there is an enclosure to be sent with the payment, tick box include copy		
2. If the cheque has to be returned to the department, tick box attach type 'B'		

4. PAYMENT REQUESTED BY (MUST NOT BE THE SAME AS PERSON AUTHORISING BATCH)				
Name		Phone Number		Date
Department & Location				
Details of charge				