

**INCOMING PAYMENT / STAFF ADVANCE RETURN
ROYAL BANK OF SCOTLAND (BACS)**

Please return completed form by email to: accounts-receivable@dundee.ac.uk or by clicking on the 'Submit by Email' button.

This form should be completed in **BLOCK CAPITALS** and returned as soon as you know of a payment due to be paid into the University bank account.

From	
Department	
Date	

Remittance name	
Amount expected	
Narrative to appear on CODA (36 characters max including spaces)	

Cost centre number for allocation of funds					
Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal

For Return of Staff Claims	
Staff ID Number	