

UNIVERSITY OF DUNDEE

Application for Direct Debit

Please complete sections A to E in FULL

Appropriate documentation should accompany form with Bank Mandate and emailed to Accounts Payable at accountspayable@dundee.ac.uk.

Department will be informed if Direct Debit is to be actioned and Bank Mandate will be authorised by Finance Office.

From	Department	Ext. No.

SECTION A - Supplier Details	
Account / Reference Number	Supplier Name and Address
Description of Goods / Services	

SECTION B - Description of Payments						
TICK Frequency of Payments		MONTHLY	QUARTERLY		ANNUALLY	
Start Date	Finish Date (if applicable)	No. of Payments	NET Amount	VAT Amount	GROSS Amount	Total of Payments (if applicable)

SECTION C - Additional Charges (if applicable)			
Description of Payment	NET	VAT	TOTAL

SECTION D - Financial Ledger Code Allocation						
Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	TOTAL

SECTION E - Department Authorisation	Date

SECTION F - Finance Authorisation	Date

CC : CASH OFFICE	Date
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