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| **Payment Requisition Form** | | **Date:** Click or tap to enter a date. |
| **Line Manager:** Click or tap here to enter text. | | |
| **Payee:** Click or tap here to enter text. | | **Amount: £** Click or tap here to enter text. |
| **Description of Expense:** \*if using more than one nominal please state the payment split below.  Click or tap here to enter text. | | |
| **Department:** 6. Democracy & Campaigns | **Nominal:** Click or tap here to enter text. | |
| **Payment Type:** 3. Bank Transfer | **Tax Code:** **T9** | |

**Add a horizontal image of the receipt/s here:**

Please ensure the image fits within the box provided. Save the document as a pdf file before forwarding to [subuaccounts@bournemouth.ac.uk](mailto:subuaccounts@bournemouth.ac.uk)









