



## Authorisation of Payment by Bank Transfer Verification Form

In accordance with the Council's Financial Regulations 6.10 this form is the record of your verification of the invoice details and the subsequent bank internet transfer payment authorisation.

| Bank Authoriser               |   |                 |
|-------------------------------|---|-----------------|
| Item to be Checked            | Detail  | Check Confirmed |
| Recipient's name              | Name of organisation / person                                   |                 |
| Recipient Bank name           | All needed to ensure details of recipient's bank are checked ok |                 |
| Recipient Bank sort code      |   |                 |
| Recipient bank account number |   |                 |
| Recipient bank account name   |   |                 |
| Items                         |   |                 |
| Invoice Total                 |   |                 |

### Procedure Guidance

The invoices (or equivalent recipient details eg payslips) are available in the Council's Dropbox. They are held in the Accounts Payable section which has been organised into folders for each monthly council meeting. A template of this form is available in the Accounts Payable folder.

Please complete one of these forms for each invoice entered to be authorised on the Council's banking system.

For ease of traceability, it is recommended that you name each form with a filename in the format of recipient-name-your-initials eg Idverde-JB.

When completed save the file into the Council's Dropbox – Accounts Payable – Monthly folder for the relevant month.

The Council's Dropbox will tag the file with your username, date and time details thus recording that the submission was from you.