

Donation or Community Sponsorship Form

This form is to be used to authorise and process payments of Donations or Community Sponsorships per UQ's [Outgoing Payments Procedure](#).

How to: Ensure this page is completed and converted to PDF with supporting documentation of the recipient or community group receiving payment combined to single a PDF before the addition of UQ Digital Signatures.

Send to: Email Payables@uq.edu.au

! 3 business days are required to process the payment request. Payment date for these single payment suppliers are per Payment Services pay run schedule.

UniFi Supplier ID (Single Payment)	0000021024	Domestic
UniFi Supplier ID (Single Payment)	0000036483	FX

Note, beneficiaries of these payments are not required to be established in the UniFi payee masterfile.

Beneficiary details			
Beneficiary name	Invoice/Reference number		
Beneficiary address	Invoice/Reference date		
Remittance email address	Payment total & Currency		
Description of payment			
Justification: Sponsorships: Information about the payment and the benefit to the University. Note that this type of expenditure needs to be "publicly defensible". Donations: Reasons for the donation.			

Details of payment										
Description	Operational Unit	Site	Fund	Function	Account	Project	FFT	Net Amount	GST if appl	Amount
Total amount to be paid \$										

Bank/Financial institution account details - Complete either Domestic or International										
Domestic bank/Financial institution										
Beneficiary name per account					BSB		Account number			
International bank/Financial institution										
Beneficiary name per account					Bank/Institution name					
Bank/Institution full street address, not PO box										
Account number, IBAN	Account number				IBAN					
SWIFT/BIC, ABA, /Routing/Sort	SWIFT/BIC				ABA		Routing/Sort code			
Other details, i.e Intermediary bank										

Note the above fields are mandatory. Payment cannot be processed without all the required information for domestic or international bank and beneficiary details. Refer to the below links for assistance with payments to international accounts

Payment authorisation										
Administration certification: I declare that the payment to the beneficiary is in accordance with the University's policies and procedures and there is no conflict of interest. Supporting documentation has been supplied and checked.	Administration Officer's UQ digital signature				Administration/Finance Officer's certification: I declare that the payment to the beneficiary is in accordance with the University's policies and procedures and there is no conflict of interest.	Finance Officer's UQ digital signature				
	UQ Username		Date			UQ Username		Date		

Budget Holder/Head of School authorisation: I authorise the above payment as it represents a benefit to the University as outlined in the justification section of this form. I understand that payments of this nature must be publicly defensible and that some payments will also be recorded in the University's Annual Report. I have no conflict of interest to declare.	Budget Holder/Head of School UQ digital signature				Financial Delegate's certification: I certify that the activities details above were for University purposes and in accordance with the University's policies and procedures. I have no conflict of interest to declare. Funds are available and payment is approved.	Financial Delegate's UQ digital signature				
	UQ Username		Date			UQ Username		Date		