





**B. TO BE COMPLETED BY RELEVANT AUTHORISING DEPARTMENT AND SUBMITTED TO TREASURY**

**Note: Signing instructions:**

- Do not use **Fill & Sign** to sign as this will disable all form fields, making any remaining, incomplete fields unusable.
- To sign: Select **Sign method** and click in **Signature** field to either **Insert image** of your signature or **Apply digital signature**.

How are you signing?



Insert image (default)



Apply digital signature

**B1. CREDITORS (authorise and submit to Treasury) – must be different to the Requestor**

SAP Document no.	51									Blocked for payment?	Y		N	
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*I have checked that the information supplied is correct and complete. I request that Treasury effect the electronic payment as requested.*

Name		Sign method	Signature	Date
Email				

*The following fund/cost object to be used for a service fee, where applicable (attach Fund Holder authorisation):*

Item	DR/CR	Fund	Cost Object	GL Acc No.	Amount	Text
1	DR			1940	500.00	Bank charges for electronic trsf request
2	CR	004709	FND1020	1940	500.00	Bank charges for electronic trsf request

**B2. DEBTORS (authorise and submit to Treasury) – must be different to the Requestor**

*I have checked that the information supplied is correct and complete. I request that Treasury effect the electronic payment as requested.*

Name		Sign method	Signature	Date
Email				

**B3. STANDARD MONTHLY REQUESTS (authorise and submit to Treasury) – must be different to the Requestor**

*I have checked that the information supplied is correct and complete. I request that Treasury effect the electronic payment as requested.*

Dept Name	
Name	
Name	
Sign method	Signature
Date	
Email	

**B4. THIRD PARTY REQUESTS (authorise and submit to Treasury) – must be different to the Requestor**

*I have checked that the information supplied is correct and complete.*

Name		Sign method	Signature	Date
Email				

**C. TO BE COMPLETED BY TREASURY**

<b>Release / amend Standard Bank Business Online Creditor</b>	<i>Releasing operator</i>	<i>Name</i>	<i>Signature</i>
	1st Releasing Operator		
	2nd Releasing Operator		
<b>Release Payment</b>	<i>Release Payment Date</i>	<i>Releasing operator</i>	<i>Name</i>
	SAP Clearing Doc No.	1st Releasing Operator	
	Clearing Date	2nd Releasing Operator	