



How do I claim for other Payments?

Introduction

It is preferable that all University-related expenditure is made using approved University purchasing methods. However, the University recognises that in some instances there is a need for an advance or other payment.

If the payment is for a non-staff holder and it's the first payment a [Banking Authority Form](#) and [Statement by Supplier Form](#) may also need to be completed.

For reimbursements of a staff member's expenses, refer to the guide '[How do I claim a reimbursement?](#)'

Procedures

1. Download and complete the [Other Payments Form](#) (navigate to Finance & Procurement Website > Documents, Forms & Policies > Forms > Accounts Payable > Other Payments Form).
2. If you don't know your **Department ID** see how to guide '[Finding your department ID](#)' or contact your Faculty Finance and Planning Manager or Division Support.
3. Your **Project ID** may vary depending on where your funding is coming from, if you're not sure contact your Faculty Finance and Planning Manager or Division Support.
4. In the 'Particulars' field, outline the details of the request and provide any supporting information.
5. Ensure the beneficiary Line Manager has provided relevant details and signed the form.
6. Send the Other Payments form to noninvoicepymnts@adelaide.edu.au for processing.

Contact us

For further support or questions, contact Finance & Procurement Services on +61 8313 3414 or finprosupport@adelaide.edu.au