

**Tracker Line No: .....**  
(for completion by the Finance Team )

## HASSRA

### REQUEST FOR A REMITTANCE

To: Finance Team

#### **PART A**

Please provide remittance, as detailed below

1. Payee:
2. Sort Code:
3. Account no:
4. Payee reference ( if given):
5. Reason for request:
- 6 Amount:
- 7 Recovery; (if appropriate)
  - a) The whole of the amount is expenditure, which is proper to **HASSRA (own Region)** and recovery is not appropriate.
  - b) Of the above amount, £                    is proper to **HASSRA (own Region)** and recovery is not appropriate. And £                    of the above amount, is proper to \_\_\_\_\_ and recovery is appropriate.

Signed:  
Position:

Date:

#### **PART B** (for completion by the Finance Team only)

BACS/Cheque No:

Date of Issue:

I authorise payment of the amount shown.

Signed:

Date: