

APPLICATION FOR A STUDENT SUPPLIER

When a department wishes to make a payment directly to a student, the student needs to be set up as a supplier before the payment claim can be entered into the system by the department as a normal standard invoice. When entered in Themis as a standard invoice, the **Student Payment Request** form must be attached to the Invoice Batch Register as back up.



THE UNIVERSITY OF
MELBOURNE

Note: Please check to see if the Student Supplier already exists in Themis before filling out this form

Student Suppliers are set up under one generic supplier called "STUDENT". The supplier number is 300002. Each student is then set up as a site, with the student number as the site name reference.

Details Required:

Student Name: _____	Student Number: _____
Home Address: _____	
_____	Postcode: _____
Phone: _____	
Department No: _____	Department Contact: _____
	Ext: _____

Payment Method: *(please indicate)*

Cheque:	<input type="checkbox"/> <i>If one off payment, cheque is the preferred method of payment</i>
EFT:	<input type="checkbox"/> <i>Electronic Funds Transfer (if EFT please provide the following information)</i>
Bank Account Details:	
Bank: (eg NAB etc)	_____
Bank Account Name:	_____
BSB Number: (6 digits)	_____ - _____
Account Number:	_____

I hereby confirm the above bank details to be true and accurate. I understand that all payments from this time on will be placed into the account I have specified unless written confirmation is sent by me informing The University of Melbourne of changes made to these details.

Signature of Student _____ **Date:** _____
(Signature only required for EFT Payments)

EFT Remittance Advice Notification: *(please indicate)*

Email Address:	<input type="checkbox"/> <i>Please provide email address:</i> _____
Printed/Posted:	<input type="checkbox"/> <i>The remittance advice will be sent to the above address</i>

**PLEASE FAX COMPLETED FORM TO ACCOUNTS PAYABLE ON 9347 7527
OR EMAIL TO
finance-accpay@unimelb.edu.au**