VA School Project Payment Form

Form 2

This form is to be completed by the authorised person for this project. In order to make a payment from your School Account, held by the Diocese of Truro, please complete this form when you wish to release a payment to a contractor, supplier or other party.
Please contact Milly Clare or The Building Officer on 01872 247215 if you have any difficulty in completing this form.

Project Reference, as on Form 1	S -	Project reference as response to the Form 1 received from the Diocese of Truro
Form 1 revision number		Current form 1 revision showing funding details
Date		Today's date
Name of school		
Project name		Enter the project name as form 1

We hereby authorise payment to be made, from the school's account, to the following party:

Name of individual or company to whom payment is to be made		
Name of account (Only if different from above)		Insert payment account name
Bank sort code of individual or company to whom payment is to be made		Enter bank sort code. No need to fill Bank detail in if they have been given previously, unless they have changed.
Bank Name		Name of the bank to which payment is to be made e.g.. Nat West. As above.
Bank Account number		Bank account number to which payment is to be made. As above
Address of individual or company to whom chq is to be sent		Only complete if payment is to be made by cheque. Please try to obtain BACS details for any payments.
▲ Payment amount to settle attached supplier or contractor invoice including any applicable VAT.	£	Amount to be paid now to the supplier or contractor.

We confirm, as the 'Project Manager' for this project, that:

Please check and tick

- Payment is to be made as described above from the School Account held by the Diocese of Truro. ✓
- We attach a certificate for payment (RICS, RIBA or similar) if this is a payment relating to a building contract. ✓
- We attach an original VAT invoice for the amount noted above ▲ ✓
- If required the Form 1 has been updated with the latest project costs and a copy has been sent to the Diocese ✓

Please check and tick

Signed (by Project Manager ONLY)		To be signed by the Authorised Person for this project only
Date		
Print Name		
Position		
Address (company name)		
Contact Telephone Number		
IF THIS IS THE FINAL PAYMENT RELATING TO THIS PROJECT PLEASE SIGN THIS BOX	signed	Only sign this box if there are no more payments to be made in relation to this project.
	date	

For Diocese of Truro Office use only

	Passed for payment		Paid (accounts use)
Confirmation to pass for payment from the School's Account or that payment has been made	signed		signed
	Date		Date
	School's Administrator		
	Payment Details:		