

Payment to an individual in respect of approved self-employment or the giving of a performance

PR6

Please send the completed PR6 form plus invoice as a combined PDF document to Payroll@warwick.ac.uk
 To prevent duplicate payments please do NOT copy in other email addresses

Payment of an invoice to an individual: Authorisation and coding slip

Name of individual:

Invoice Date (dd/mm/yy)

Invoice Number

Vendor Number (if known)

Coding Details:

Gross Invoice Total

Line Item Text

GL Code (6 digits)

Cost Centre/Internal
Order/Project code

VAT Code

Amount

2 3 8 2

V

2 3 8 2

V

2 3 8 2

V

Spending Department

Prepared by:

Authorised by:

Date:

Payroll Office

Approved:

SAP Document Number:

Type of Work done