Process for obtaining bank details to support payment via the upload process

We are continuing to review the payment process that enables schools to pay certain organisations via the payment upload process so that the bank account data held by the university is accurate and the process of collecting data minimises the risk of fraudulent activity.

The process notes have been split into two areas:

a. The process for the School of Education placement/mentoring payments that are made to schools
b. The process for all other payments that are made via the payment upload process

The process for the School of Education placement/mentoring payments

For schools who have previously been paid for a PGCE placement or mentoring costs in the last two academic years:

a. Each school will be contacted over the forthcoming term and asked to restate their bank account details.
b. The restatement will need to be on school letter headed paper signed and dated by an authorise person i.e. bursar, school head, finance officer.
c. The university will then call the person who authorised the letter to carry out a final check that the letter originated from the school and that the bank details are correct.

Payments to these schools will not be withheld whilst the restatement process is taking place.

For schools who have never previously been paid for a PGCE placement or mentoring costs since 1st August 2010:

a. The school will be asked to provide bank details on their letter headed paper signed and dated by an authorised period i.e. bursar, school head, finance office.
b. The university will then call the person who authorised the letter to carry out a final check that the letter originated from the school and that the bank details are correct

Payment will not be made until this process has been completed.
The process for all other payments made via the payment upload process

This process is split into two areas:

a. Payment to an organisation
   b. Payment to an individual

Payment to an organisation

a. The organisation will be asked to provide bank details on their letter headed paper signed and dated by an authorised period i.e. bursar, school head, finance officer etc.
   b. The university will then call the organisation and carry out a final check that the letter originated from the organisation and that the bank details are correct

Payment will not be made until this process has been completed.

Payment to an individual

a. The individual will be asked to provide bank details in a formal letter or via an email. These details should include a telephone number so that a spot check regarding the accuracy of the bank details can be made.
   b. The university will then call the individual and carry out a final check that the letter originated from the organisation and that the bank details are correct

Payment will not be made until this process has been completed.
Need to make a placement payment or mentoring payment is identified

Existing school

School contacted in semester 1 and asked to confirm bank details on letter headed paper and signed by Head of School and/or delegated authority

Letter received from school

Copy of letter forwarded to faculty finance office

Letter sent to school asking for bank details on school letter headed paper and signed by Head of School and/or delegated authority

New school

Letter received from school

Faculty finance office contact the school to

Existing schools details checked against master list in Education

New schools details added to the master list in Education so that payment can be made
To whom it may concern

The University of Leeds continues to review the “payment via to schools” process so that the bank account data held by the university is accurate and the process of collecting data minimises the risk of fraudulent activity.

To this end please could you confirm your bank details [bank name, bank account number and sort code] on your school letter headed paper. This document needs to be signed and dated by an authorised person i.e. bursar, school head, finance officer and return to the School of Education.

Should you have any queries please do not hesitate to contact the School of Education on 0113 343 4522.

Regards

Hamish McCardie
Faculty Accountant
Faculty of Education, Social Science & Law
University of Leeds
Process for obtaining bank details from organisations/individuals

Need to make a payment via the upload process is identified → Organisation

Email or letter is sent to the organisation asking for formal notification of their bank details i.e. formal letter or email. This document must contain a contact telephone number.

Letter received from the organisation → Individual

Email or letter is sent to the individual asking for formal notification of their bank details i.e. formal letter or email. This document must contain a contact telephone number.

Letter received from the individual → Faculty finance office

Copy of letter forwarded to faculty finance office

Details of check attached to payment upload for authorisation

Faculty finance office contact the organisation or individual to confirm accuracy of bank details
For School of Education placement and mentoring payments

Draft Letter

Date: xxxxxxxx

To whom it may concern

The University of Leeds continues to review its “payment upload process” so that the bank account data held by the university is accurate and the process of collecting data minimises the risk of fraudulent activity.

To this end please could you confirm your bank details [bank name, bank account number and sort code] on your school letter headed paper. This document needs to be signed and dated by an authorised person i.e. bursar, school head, finance officer and return to the School of Education.

Should you have any queries please do not hesitate to contact xxxxxxxx on xxxxxxxxxx

Regards

xxxxxxxxx
For payments to be made to organisations

Draft Letter

Date: xxxxxxxx

To whom it may concern

The University of Leeds continues to review its “payment upload process” so that the bank account data held by the university is accurate and the process of collecting data minimises the risk of fraudulent activity.

To this end please could you confirm your bank details [bank name, bank account number and sort code] on your letter headed paper. This document needs to be signed and dated by an authorised person i.e. finance director, senior finance officer, head of the organisation and returned to xxxxxxxxxxxxx

Should you have any queries please do not hesitate to contact xxxxxxxx on xxxxxxxxxx

Regards

xxxxxxxxxx
For payments to be made to individuals

Draft Letter

Date: xxxxxxxx

To whom it may concern

The University of Leeds continues to review its “payment upload process” so that the bank account data held by the university is accurate and the process of collecting data minimises the risk of fraudulent activity.

To this end please could you confirm your bank details [bank name, bank account number and sort code] in a formal letter or email. This document needs to contain your contact telephone number and be signed and dated. The document/email should be sent to xxxxxxxxxxxxxxx

Should you have any queries please do not hesitate to contact xxxxxxxx on xxxxxxxxx

Regards

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