



PAYMENT ORDER

Payee	
Name	
Phone	E-mail
Bank account (IBAN)	

Reason for payment	
As decided by (e.g. the Executive Board, campus committee, club)	Attachments qty
Original vouchers of the purchases that are to be reimbursed must be attached to the payment request.	Payment amount €

Issued by	
Name	
E-mail	Phone
Date and signature / 20	

Secretary general's signature
Date and signature / 20

How to use and fill in ISYY's payment order

The payment order is used when you wish to receive the amount of money you have used to buy something for ISYY into your bank account instead of receiving the amount as cash at the ISYY office.

- The amount must be at least 10 €.
 - Purchases that are under 10 € are paid back as cash at the ISYY offices during opening hours.
- Fill in all the spaces
- Write to the 'Reason for payment' section
 - From where you bought
 - What you bought
 - For what purpose did you buy
 - NB! You can add more than one purchase to the payment order, so you do not have to fill in separate orders for every purchase. E.g. "fuel for Executive Board's rental car Kpo-Jns-Kpo Neste 27.50 € and Annual Jubilee present for VYY Prisma 15 €"
- Filling in the 'As decided by'
 - For which section of ISYY the purchase is
 - E.g. Executive Board, the Representative Council, Hyvät Kuvat club
- Filling in the 'Issued by' section
 - The name of the payee is usually written in the 'Issued by' section
 - You can also fill in the payment order for someone else. In that case, the 'Payee' section is filled in with information of the person who made the purchase and your information is written in the 'Issued by' section
 - The payment order should be dated on the day you send the form
 - You do not have to print the payment order for a signature. It is enough if you write the following to the signature line: "23.2.2021 via email your name"
- If you want to deliver the payment order electronically send it to
 - ISYY's accountant Erja Leinonen via email (erja.leinonen(at)isyy.fi) preferably as one file (payment order and receipt(s) in one file)
 - NB! You need to deliver the copy of the receipt to ISYY, otherwise ISYY cannot pay you
 - Keep the original receipt until you have received the money to your account
 - You can scan the receipt(s) at the ISYY office if you cannot do it elsewhere
- If you want to deliver the payment order as a physical copy
 - Sign the order and staple the receipt(s) to the back of the form
 - Bring the paper copy to either of the ISYY offices during opening hours
- Usually ISYY makes these payments twice a week: on Mondays and either on Wednesdays or Thursdays