

## INSTRUCTIONS FOR THE SUBMISSION OF PAYMENT REQUEST FORMS (PRFs)

### 1. PROCEDURE AND TIMING

PRFs are completed by the Project Co-Director concerned and sent to the NPD who will sign – if he/she agrees - and send it by **email mail (not by fax nor e-mail!)** to the SPS Office, [sps.admin@hq.nato.int](mailto:sps.admin@hq.nato.int). If approved by the SPS Office and NATO's Financial Control Office, a bank transfer will be prepared by NATO's Financial Control Office on the basis of the PRF. From the day of receipt of the PRF by NATO, approximately three weeks must be expected before the money will be credited to the account of the final destination (as given on the PRF under item (5)).

ATTENTION: Payment requests which do not comply with the rules or do not follow the instructions (or which have confusing back-up documents) may be returned to the Project Co-Director concerned! Wrongly directed payments (due to incorrect or incomplete information given under item (5) on the PRF) may take several weeks before being corrected.

### 2. REQUIRED BACK-UP DOCUMENTS AND MESSAGES

<b>Transfer by NATO <u>directly to a vendor for expenses over €10,000 or a traveller:</u></b>		
<b>Requested payment</b>	<b>Message to the account holder (Item (6) on the PRF)</b>	<b>Back-up document(s) for the PRF<sup>1</sup></b>
PRF for first ( <u>or only</u> ) payment step	FIRST PAYMENT STEP OF <i>(Give quotation or proforma invoice number and date.)</i>	Attached to PRF: Quotation or proforma invoice for the item to be purchased; comparative table with decision and justification
PRF for second ( <del>or third</del> ) payment step (PRFs to be sent at the same time as the PRF for the first payment step)	SECOND ( <del>or THIRD</del> ) PAYMENT STEP OF <i>(Invoice no. and date will be completed by NATO.)</i>	To be <u>emailed</u> to NATO after the item is delivered <u>and installed</u> : <u>original electronic copy of final invoice</u> with statement of delivery/ successful installation
<del>PRF for items below 5,000 EUR, if a transfer by NATO directly to the vendor or traveller is more reasonable</del>	<del><i>(Give Invoice no. and date. For mission expenses: traveller's name, destination, dates.)</i></del>	<del>Attached to the PRF: <u>Original invoice</u>. For mission expenses: MEF, air-ticket stubs, hotel bill, etc.</del>
<b>Transfer by NATO <u>to the operational account of a Project Co-Director:</u></b>		
<b>Requested payment</b>	<b>Message to the account holder (Item (6) on the PRF)</b>	<b>Back-up document(s) for the PRF<sup>1</sup></b>
<del>PRF for 1,000 EUR for <u>administrative expenses of the NPD (once per year)</u></del>	<del>ADMIN. EXPENSES FOR NPD, YEAR <i>(Give year)</i></del>	<del>None</del>
PRF for an <u>one-off advance</u> to the operational account of each Project Co-Director (maximum <u>15,000 7,500</u> EUR)	ONE-OFF ADVANCE FOR <i>(Give name of the Co-Director)</i>	None. The spending of this amount must be documented at the end of the Project.
In case, the balance remaining on the operational account is insufficient: PRF for an <u>advance for a specific item</u> valued below <u>10,000 5,000</u> EUR may be requested in the amount shown on the (proforma) invoice	ADVANCE FOR <i>(Give brief description of the item.)</i>	Attached to the PRF: (Proforma) invoice; give complete address and 'phone no. of the vendor! After the vendor is paid, <u>an electronic copy of the final invoice</u> must be sent to NATO.
PRF for a <u>replenishment</u> of the operational account	REPLENISHMENT, DATED <i>(Give dd.mm.yyyy)</i>	Attached to the PRF: The table "Overview of Payments from the Operational Account" and copies of the required back-up documents <sup>2</sup>

<sup>1</sup> General requirements for back-up documents (see also *Section 3, item 3.4* of this Handbook):

Invoices must always mention the project number and short title and should be addressed to the Project Co-Director who will receive the item. **All original invoices must be marked with "SUBMITTED TO NATO" (before making copies)**. Back-up documents should be issued in English or French. Otherwise, a translation of the relevant items must be given (handwriting directly on the original invoice allowed). **Attach** the back-up documents to the same email as related PRF and please avoid multiple emails.

<sup>2</sup> Back-up documents required for replenishment requests:

For missions (travel/training) listed in the table: the original Mission Expense Form (MEF), completed and signed by the traveller.

For stipends: receipt on the provided template signed by the previously approved stipendiary and a short (1/2 page)-cv.

For all other items: electronic copies of the receipts/invoices if higher than 250 EUR. You may use reduction up to 71% (if still legible) and copy several back-up documents on one A4 sheet. Mark the originals with "SUBMITTED TO NATO" before making a copy.

### **3. INSTRUCTIONS FOR THE COMPLETION OF THE PAYMENT REQUEST FORM (PRF) (1a/b) ‘Payment to be charged to country’ and ‘Project Co-Director’**

Payments should be in accordance with the approved budget forecast. In order to keep an overview of the use of a Project Co-Director’s budget, give the name and country of the Co-Director (initial and surname) to whose budget the payment has to be charged.

#### **(2a/b) ‘Project number’ and ‘Current PRF number’**

For easy reference, the NPD must give each PRF, which he/she sends to the SfP Programme Office, a current (sequential) number. (Do NOT start re-numbering for following years or for each Project Co-Director!) The current number should be communicated by the NPD to the Project Co-Director concerned. Always refer to this number when requesting information about a payment.

#### **(3) ‘Amount to be paid with this PRF’**

Indicate the amount and currency to be paid from the SfP project funds as justified by the related (attached) back-up document (e.g. the amount of a payment step of an attached quotation; in the case of a replenishment, the total as calculated in the attached table). Invoices may be issued with or without showing the VAT amount. In any case, invoices of items valued at 250 EUR or more must have a statement “this price is without VAT” or an indication which is the net price. Remember that SfP funds can only be used for the payment of the net price.

For the currencies, please use the [ISO-CODE 4217 three-letter abbreviations](#).

#### **(4) ‘Transfer to be made in currency:’**

Payments can only be made by bank transfer; please make sure that the receiving account will accept the currency in which the transfer is requested!

When possible, the transfer should be requested in the currency in which the back-up document is issued. When a submitted PRF requires the calculation into another currency, NATO will apply the currency exchange rates determined and regularly up-dated by NATO’s Office of Financial Control.

#### **(5) ‘Account holder’s bank co-ordinates’**

- The name of the account given on the PRF must be identical to the name under which this account has been established at the bank.
- Give the name, full address and all numbers and codes of the final destination. For standard European transfers give IBAN and BIC.
- Please note: PRFs will not be processed if the information for the final destination is confusing or incomplete.
- Information about corresponding banks is not required.
- “SWIFT/BIC” is the fastest bank-to-bank transfer. It requires, in addition to the name of the account and bank details, the SWIFT address or BIC for the bank.

#### **(6) ‘Message to the account holder and information about the payment’**

From this box, the SfP Programme Office will extract a brief message which the account holder needs for tracing the payment. Complete in English or French with a brief and clear message. (See page 1, item (1) of this Annex “REQUIRED BACK-UP DOCUMENTS AND MESSAGES”.)

#### **(7) ‘NPD’s name’ and ‘Signature’:**

NATO’s Financial Control requires the original of the signature of the NPD. The NPD’s signature will be defined with the start of the Project and will be counter-checked with each payment request. A change of signatory needs approval by the SfP Programme Office.