

**PAYMENT OPTIONS**

**BACS PAYMENT:**

UNIVERSITY OF NEWCASTLE UPON TYNE  
BANKING DETAILS

Barclays Bank plc  
Percy Street  
Newcastle upon Tyne  
NE1 4QL

Sort code 20-59-42  
Swift Code – BARCGB22 20-59-42

Sterling Account Number (GBP) 20177776  
IBAN GB57 BARC2059 4220 1777 76

**Please quote account number 1000011903**

**PLEASE ENSURE THAT DEPOSITS ARE CREDITED TO THE CORRECT ACCOUNT  
NUMBER AND THAT INVOICE NUMBERS ARE QUOTED WHEN MAKING  
PAYMENT**

E-mail – [cash@ncl.ac.uk](mailto:cash@ncl.ac.uk) Fax 0191 2228958

Please send remittances to  
Cashiers  
Finance Office (Income)  
Newcastle University  
Kings Gate  
Newcastle upon Tyne  
NE1 7RU

**PAYMENT BY CHEQUE:**

Make cheques payable to Newcastle University and send to  
RMSO  
Newcastle University  
1-2 Claremont Terrace  
Newcastle upon Tyne  
NE2 4AE

**OFFICIAL PURCHASE ORDER**

Your finance department will need to raise an official purchase order in paper form, this can either be faxed to 0191 2331657 or emailed to [julie.battista@ncl.ac.uk](mailto:julie.battista@ncl.ac.uk) or posted to us at RMSO, Newcastle University, 1-2 Claremont Terrace, Newcastle upon Tyne, NE2 4AE

**Please note we cannot issue an invoice without a purchase order number**