

**PAYMENT PROFORMA AND INSTRUCTIONS TO RAISE INVOICE**

TO: Receipts Cashier  
Ministry of Defence  
Acc 2-1 Revenue Cashiers  
1<sup>st</sup> Floor, Walker House  
Exchange Flags  
Liverpool, L2 3YL

COPY TO: DSA CD3  
Ministry of Defence  
Building 9, H Site  
Ploughley Road  
Arncott, Bicester, OX25 1LP

Email: DBSFin-Remittances@mod.uk  
DFM-FMSSC-IR-AMI2-1RevCashShared@mod.uk

FROM: Name of Contractor

.....

Address: .....

.....

**CONTRACT FOR SALE AND DISPOSAL OF VEHICLES, SPARE PARTS AND TYRES (SURPLUS ASSETS)**

**PART A**

1. Payment No DSACOMDD/5046
2. Sum due to MoD under Condition 15 of the Contract £..... excluding VAT. This represents all sums due to MoD under the Contract for this period.
3. VAT £..... VAT RATE 20%  
VAT £..... VAT RATE ....%
4. Total sum due to MOD: £.....
5. BACS payment for the sum of £ ..... was processed on Date .....
6. Task point date: .....

Signed .....

Position .....

Dated .....

**PART B**

FOR MoD USE ONLY

CONTRACT FOR DISPOSAL AND SALE OF VEHICLES, SPARE PARTS AND TYRES (SURPLUS ASSETS)

FROM: Acc 2-1 Revenue Cashiers

TO: Disposal Services Authority

Payment No: DSACOMDD/5046 for the sum of £..... was received on  
.....

Signed ..... Dated .....

DSA ORIGINATOR CODE **0798**

SUSPENSE ACCOUNT **ZZG85V001**