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| Anordnende Stelle | | | | | | | | | | | **A**  **Ausgabe** | | | **E**  **Einnahme** | | |  | | Belegnummer | | | | | |  | | | |
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|  | | | | | | | | | **Zahlungsanordnung** | | | | | | | | | |  | | | | | |  | | | |
|  | | | | | | | | | **Änderungsanordnung** | | | | | | | | | |  | | | | | |  | | | |
|  | | | | | | | | | **Einstellungsanordnung** | | | | | | | | | | SEPA-Mandat | | | | | |  | | | |
|  | | | | | | | | | **für laufende Zahlungen** | | | | | | | | | | 000 – | | | | | |  | | | |
| **Geschäftsjahr      ff** | | | | | | | | | | | | | | | | | | | Kreditor | | | | |  | | | | |
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|  | | **(\*)**  ***Bei Gästen aus dem Ausland: Es liegt eine schriftliche Bestätigung vor, dass  eine Besteuerung im Heimatland stattfindet (d.h. es wird eine Steuererklärung  im Heimatland abgegeben, bei der die Zahlung angegeben wird).*** | | | | | | | | | | | | | | | | | Mittelbindung | | | |  | | | | | | |
|  | |  | | | | | | | | | | | | | | | | |  | | | | **\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | Geprüft  VII 1/2 | | | | | | |  | | |
| **Kostenstelle (Finanzstelle)** | | | | | | | | **Fonds** | | | | | **PSP Element / Projekt / Innenauftrag (Haushaltsprogramm)** | | | | | | **Sachkonto:** (falls bekannt) **(Kostenart, Finanzposition)** | | | | | | | | **Steuer-ID (\*)** | |
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| **\_\_\_\_\_\_\_**  **7-stellig** | | | | | | | | **\_\_\_\_**  **4-stellig** | | | | | **\_\_\_\_\_\_\_\_\_\_**  **10-stellig** | | | | | | **\_\_\_\_\_\_\_\_**  **8-stellig** | | | | | | | | **\_\_ \_\_\_ \_\_\_ \_\_\_**  **11-stellig** | |
| **Zahlungspartner (Name, Vorname, Firma)** | | | | | | | | | | | | | | | | **Anrede** | | | | | | | | | | | **Geburtsdatum (\*)** | |
|  | | | | | | | | | | | | | | | | m  w  d | | | | | | | | | | |  | |
| **Mailadresse** | | | | | | | | | | | | | | | | **Referenz (bei der Zahlung anzugebender Verwendungszweck)** | | | | | | | | | | | | |
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| **Adresse Hauptwohnsitz (\*)** | | | | | | | | | | | | | | | | **Ggf. abweichende Adresse am Studienort** | | | | | | | | | | | | |
| **Straße, Haus-Nr.** | | | | | | | | | | | | | | | | **Straße, Haus-Nr.** | | | | | | | | | | | | |
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| **Land** | | | **PLZ** | | | **Ort** | | | | | | | | | | **Land** | | **PLZ** | | **Ort** | | | | | | | | |
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|  | | | **Überweisung / SEPA-Lastschrift** | | | | | | | | | | | | |  | | **Barzahlung** | | | | | | | | | | |
| **Kontoinhaber (falls abweichend)** | | | | | | | | | | | | **IBAN** | | | |  | | | | | **BIC oder Bankname** | | | | | | | |
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| **Tag der Fälligkeit** (01, 15, …) | | | | | | | | | | | | **Monat der ersten Zahlung** | | | | **Monat der letzten Zahlung** | | | | | **Ratenbetrag EUR** | | | | | | | |
|  | | | | | | | | | | | | **/ 20** | | | | **/ 20** | | | | |  | | | | | | | |
| monatlich | | | | vierteljährlich | | | | | | | | halbjährlich | | | | andere Fälligkeit | | | | |  | | | | | | | |
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| **Gesamtbetrag EUR** | | | | | | | | | | | | **Gesamtbetrag in Worten (ab 1.000 EUR)** | | | | | | | | | | | | | | | | |
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| **Buchungstext** (Falls **A**uswertungs-**K**ennzeichen gewünscht, dafür die ersten 5 Stellen des Buchungstextes verwenden) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **AK** | | | |  | |  | | | | | | | | | | | | | | | | | | | | | |
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| **Begründung – falls dies nicht eindeutig aus der Rechnung hervorgeht** (zur Rechtfertigung/Prüfung = Warum die Zahlung?) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Sachlich und rechnerisch richtig (zwingend erforderlich)  Datum / Unterschrift | | | | | | | | | | | | | | | Die Abteilung Rechnungswesen wird angewiesen, den Betrag  (wie angegeben) auszuzahlen / anzunehmen und zu buchen.  Datum / Unterschrift der / des Anordnungsbefugten | | | | | | | | | | | | | |
| Datum | | | | | | | | | | Name in Druckbuchstaben | | | | | Datum | | | | | | | Name in Druckbuchstaben | | | | | | |
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