

# MONEY REQUEST FORM

Use this form to pay a supplier or reimburse an individual from your Club or Society account

Date Submitted	Today's date	Club/Society SU Number	Society name & 'su' number
Club/Society Account Balance	Balance on Finance Web	What event does this relate to?	Event name/date

Payment Method	Cash (up to £50) / Bank Transfer / Credit Card <b>Delete as applicable</b>							
Payable To	Name of person or supplier to be paid							
Contact Email/Tel	Their contact details – just in case there's a query!							
Bank Sort Code	N	N	-	N	N	-	N	N
Bank Account	N	N	N	N	N	N	N	N

Payments made in cash can only be collected by the person named above unless written consent is given. Cash can be collected from the SU Finance Office on the 2<sup>nd</sup> Floor of SUHQ. The SU credit card may only be used in the Finance Office

Account Name	Name of the account you're withdrawing money from eg Admin Costs						
Account Coding	Account	NNNN	Cost Centre	ANN	Dept	ANN	
<b>Details of Payment</b> Please attach supporting documentation as evidence of purchase Credit card receipts are <b>not</b> proof of purchase						£ Amount	
<b>Details of the item(s) you're claiming for</b>							
- Don't forget to attach your receipt(s)							
- If you're claiming mileage, also complete the Mileage Form							
- If it's an international payment, include the IBAN and BIC codes							
- If payment isn't in GBP, state the currency							
					<b>TOTAL CLAIM</b>	£	

**Requisitioner** (Club/Society member making the request)

Name	Your name	Signature	
Position	Exec position	Email/Telephone	Just in case there's a query!

**Club/Society Authorisation** (President or Treasurer – must be different to the Requisitioner)

Name	President/Treasurer's name	Signature	
Position	President/Treasurer	Email/Telephone	Just in case there's a query!

**WSU Authorisation**

Sports/Socs Officer	Leave blank	Notes / Additional Info  Leave blank
Sports/Socs Mgmt	Leave blank	
Finance Office	Leave blank	