**MONEY REQUEST FORM**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Submitted** |  | **Club/Society**  **Name** |  |
| **Club/Society**  **Account Balance** |  | **What event does this relate to?** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Payment Method** | **Cash (up to £50) / Bank Transfer / Credit Card** | | | | | | | |
| **Payable To** |  | | | | | | | |
| **Contact Email/Tel** |  | | | | | | | |
| **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 2nd Floor of SUHQ. The SU credit card may only be used in the Finance Office

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Account Name** |  | | | | | | |
| **Account Coding** | **Account** |  | **Cost Centre** | |  | **Dept** |  |
| **Details of Payment**  Please attach supporting documentation as evidence of purchase  Credit card receipts are **not** proof of purchase | | | | | | **£ Amount** | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | | |  | |
|  | | | | **TOTAL CLAIM** | |  | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Signature** |  |
| **Position** |  | **Email/Telephone** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Signature** |  |
| **Position** |  | **Email/Telephone** |  |

**WSU Authorisation**

|  |  |  |
| --- | --- | --- |
| **Sports/Socs Coordinator** |  | **Notes / Additional Info** |
| **Sports/Socs Mgmt** |  |
| **Finance Office** |  |

Please see our privacy notice for details on how this data will be used and stored. A copy of the privacy notice is displayed in the Finance Office.