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|  | **Club/Society/Activity****Club Account – Payment Requisition** |

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| --- | --- |
| **Club/Society/Activity:****Date:** | **Account Code** |

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| --- |
| **Expense Details:** *(please attach original receipts***)** |
| **Amount: £****Payable to:** |
| **Account Number:****Sort Code:**If you are claiming under £50 and would prefer cash please check this box |

Signature of Authorised Signatories:

 Treasurer

1.

2.

Staff Signature:

Invoice Number/ Reference Code (NC/date processed):

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| --- |
| Print Name CheckedStaff Name |

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| --- | --- |
|  | Contact e-mail:  |
| Entered by: |  |
|  | **Club/Society/Activity****Club Account – Payment Requisition** |

|  |  |
| --- | --- |
| **Club/Society/Activity****Date:** | **Account Code** |

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| **Expense Details:** *(please attach original receipts***)** |
| **Amount: £****Payable to:** |
| **Account Number:****Sort Code:**If you are claiming under £50 and would prefer cash please check this box |

Entered by:

Print Name Checked

Staff Name

Signature of Authorised Signatories:

 Treasurer

1.

2.

Staff Signature:

Invoice Number/ Reference Code (NC/date processed):

Signature of Authorised Signatories:

1.

2.

Staff Signature:

Reference

Print Name

Staff Name

Signature of Authorised Signatories:

1.

2.

Staff Signature:

Reference

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| --- | --- |
| **Excess Expenditure***Staff Signature for approval**(Student Activities)*Signed:Name:Contact e-mail: |  |
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