



CASH CLAIM FORM

under £200

This form **MUST NOT** be used for claims over £200 or for paying for work done

Section One - Payee Name (Person being paid)	Society/Committee Name
Date	

Section Two - Details of Claim
All receipts/proof of claim must be attached. NB Visa/Switch receipts are not acceptable - the receipt should be an itemised till receipt or VAT receipt.

Section Three - Where the money is coming from	
For Societies	Cost Centre (alpha)
'A' Account - Union funding <input checked="" type="checkbox"/> A <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sub Total £
'B' Account - eg Membership/Sponsorship <input checked="" type="checkbox"/> B <input type="checkbox"/> 3 <input type="checkbox"/> 3 <input type="checkbox"/> 0 <input type="checkbox"/> 0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sub Total £
Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sub Total £
For Working/Representative Committees	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sub Total £
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Grand total amount of claim £</div>	

Section Four - Authorisation	
Please note that the Treasurer may not authorise his/her own claim (another society/committee signatory must sign the claim)	
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Society/Committee Treasurer's signature	Union Staff authorisation

Section Five - Queries		
In case of query contact:		
Name	Tel	Email
.....