



**HEC Paris
Students Union**

VALIDATION OF AN INVOICE



Validation of an invoice by the HPSU President or Treasurer

Which invoices need to be approved by the HPSU treasurer or president?

- ✓ **Only** invoices over 2 000 € (excluding VAT) need the approval of the HPSU President or Treasurer

How do you get approval?

How to...

➔ Send a mail to studentsunion@hec.fr.

Content of the email:

- Subject: "Invoice + name of the club"
- Official name of the club
- The invoice
- **Either** a recent bank statement showing the balance of the account
- **Or** a document (contract for example) showing that funds to cover the expenditure are on their way

Commitments

- **HPSU president and treasurer** commit to answer your request in 1-2 business days.
- **HPSU president and treasurer** commit to inform the clubs ahead of time of any absence leading to the non-adherence of the timeline.
- **HPSU president and treasurer** commit to validate the invoices only by considering the financial parameters. There will be no judgement made on the nature of the expenditure.
- **The clubs** commit to spend money only on legal activities.