



### MATCH OFFICIALS RECEIPT & CLAIM FORM

Please tick one payment option:	CASH	<input type="checkbox"/>	CHEQUE	<input type="checkbox"/>	BACS	<input type="checkbox"/>	*Please add account details below	
	Account Name:							
	Account Number:							
	Sort Code:							

Issue to: (Payee name)			Todays Date:	
Match Information	Team:			
	Captain:			
	Date of match:			
	Location of match:			
	Opposing Team:			

Official Information	Name Of Referee (Print)			
	Fee Received			
	<u>Match Official Declaration ( Compulsory)</u>			
	I, (enter name) _____ confirm I officiated a game of (enter sport) _____ today for QMU.			
	Signed:		Date	

Authorised by first committee member				
Authorised by 2 <sup>nd</sup> committee Member				
Which Budget is to be debited	Core	<input type="checkbox"/>	Non Core	<input type="checkbox"/>

Controller Authorisation for SU (VP)		Date	
*Please ensure to have the Student sign below to confirm receipt of payment.*			
Cash Received (Recipient to sign for payment received)			

Department / Nominal Code		Reference Number	
All payments must conform to the constitution and financial regulations of the Students' Union. Where possible receipts must be provided. Payments of up to £50 may be claimed in cash at the SU office with 48 hours notice. All payments over £50 will be made by BACS.			



### MATCH OFFICIALS RECEIPT & CLAIM FORM

Please tick one payment option:	CASH	<input type="checkbox"/>	CHEQUE	<input type="checkbox"/>	BACS	<input type="checkbox"/>	*Please add account details below	
	Account Name:							
	Account Number:							
	Sort Code:							

Issue to: (Payee name)			Todays Date:	
Match Information	Team:			
	Captain:			
	Date of match:			
	Location of match:			
	Opposing Team:			

Official Information	Name Of Referee (Print)			
	Fee Received			
	<u>Match Official Declaration ( Compulsory)</u>			
	I, (enter name) _____ confirm I officiated a game of (enter sport) _____ today for QMU.			
	Signed:		Date	

Authorised by first committee member				
Authorised by 2 <sup>nd</sup> committee Member				
Which Budget is to be debited	Core	<input type="checkbox"/>	Non Core	<input type="checkbox"/>

Controller Authorisation for SU (VP)		Date	
*Please ensure to have the Student sign below to confirm receipt of payment.*			
Cash Received (Recipient to sign for payment received)			

Department / Nominal Code		Reference Number	
All payments must conform to the constitution and financial regulations of the Students' Union. Where possible receipts must be provided. Payments of up to £50 may be claimed in cash at the SU office with 48 hours notice. All payments over £50 will be made by BACS.			