



PAY IN FORM

Reference Number:	
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Team or Society:			
Paid in by: (Print Payee name)			
Payee Signature:			
Today's Date:		Receipt attached (Please circle):	Yes / No

Description of Payment (Please tick all relevant areas)			(Please tick all relevant sections):
	<input type="checkbox"/>	Registration / Membership Fees	
	<input type="checkbox"/>	Fundraising	
	<input type="checkbox"/>	Sponsorship	
	<input type="checkbox"/>	Donation	
	<input type="checkbox"/>	Event Entry	
	<input type="checkbox"/>	Other	
Please describe 'other' below:			
Amount paying in:	£		
Credit method	Cash	<input type="checkbox"/>	Cheque <input type="checkbox"/>
Which Budget is to be credited?	Core	<input type="checkbox"/>	Non-Core <input type="checkbox"/>

OFFICE USE ONLY

Please ensure to sign below and give to student to confirm receipt of payment.			
Received by (Print Name):		Date	
Cash Received (State the value of payment received)	£	Cash Received (Signature):	
All payments must conform to the constitution and financial regulations of the Students' Union. Funds will be available for use 48 hours after they are credited.			



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