



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)			
Today's Date:		Receipt attached (Please circle):	Yes / No
Description of Payment (Please tick all relevant claim areas)	Registration Fees		
	Referee Fees		
	Equipment Purchase		
	Sports Kits		
	Venue Hire (including pitches and courts)		
	Hospitality		
	Travel (Transport Costs / Fuel Costs)		
	Costume		
	Props / Set Costs		
Other			
Amount			
Which Club or society is it for?			
Authorised by first committee member			
Authorised by 2 nd committee Member			
Which Budget is to be debited	Core	<input type="checkbox"/>	Non-Core

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.			



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