

Activities

Payment Request Form - External



GROUP: _____ DATE: ____ / ____ / ____

DETAILS/REASONS OF PURCHASE: _____

PAYMENT METHOD: Check corresponding box: Online order / Cheque

Purchase Order Number (*Office Use Only!*): _____

CHARGE TO:

Private Account Society / Activity Code

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AMOUNT CLAIMING:

£ Pounds Pence

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AUTHORISATION: Signatory exec of Club

Name: _____ UB Number: _____

Position: _____ Signature: _____

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| PAYABLE TO: |
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COLLECTION OF CHEQUE (only applicable if above £50)

Collecting from UBU Finance

Posting to Payee
(fill address in right field)

Postal Address

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[OFFICE USE ONLY] Authorised By:

Activities Co-ordinator _____

Community and Activities Officer _____

Finance Officer / CEO _____

Reference Number

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