

SPORTS

Student Reimbursement Form

(Cash for £50 and under, Cheque for £51 and over)



CLUB: _____ DATE: ____/____/____

DETAILS/REASONS OF PURCHASE: _____

CHARGE TO: Tick the account and enter the respective account code:

<input type="checkbox"/>	Competitions	<input type="checkbox"/>	Private									
<input type="checkbox"/>	<table border="1"><tr><td></td><td></td><td></td><td></td><td>14</td></tr></table>					14	<input type="checkbox"/>	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				
				14								

AMOUNT CLAIMING:

	Pounds		Pence						
£	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					.	<table border="1"><tr><td></td><td></td></tr></table>		

AUTHORISATION: Signatory exec of the club

Name: _____ UB Number: _____

Position: _____ Signature: _____

PAYABLE TO:

COLLECTION OF CHEQUE:

- Collecting from UBU Finance
- Posting to Payee (fill address in right field)

Postal Address

[OFFICE USE ONLY] Authorised By:

Sports Co-ordinator _____

Sports and Wellbeing Officer _____

Finance Officer / CEO _____

Cash/Cheque Collected By:

Name: _____ Signature: _____

Date: ____/____/____ Released by: _____

<u>Reference Number</u>
