# Sports
## 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:** *Tick the account and enter the respective account code.*

Competitions

☐ 0 3 | | | |

Private

☐ | | | |

**AMOUNT CLAIMING:**

Pounds Pence

£ | | | | . | |

**AUTHORISATION:** Signatory exec of Club

Name: _____ UB Number: _____

Position: _____ Signature: _____

PAYABLE TO:

COLLECTION OF CHEQUE (only applicable if above £50)

☐ 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 _____

Reference Number