

Yellow Forms

Filling in a yellow form is a way of processing an outgoing payment, either by BACS or Cheque.

Yellow forms can only be authorised by a student group chair or treasurer. They must then be countersigned, for more information on this refer to the Processing Forms page. If you are unsure when to use a yellow form, follow the diagram on the Outgoing Payments page or contact your exec area treasurer.

University of Bath Students' Union		Financial Request Form			
Name of person / company to be paid		Jack Harris			
Payment Method (Circle)	BACS	CHEQUE	Cost Centre	RRE	
Sort Code	XX-XX-XX		Department	BAC	
Bank Account	XXXXXXXX		Expense Type	52230	
Address if cheque to be posted	N/A				
Description of expenditure <small>(Please attach proof of purchase)</small>	Black Speaker Paint Delivery to University of Bath £35 + VAT = £42. See attached receipt Amount £ 42				
Requested by	Joe Bloggs	User name / tel number	Jb123 / 07777 77777		
Authorisation Club / Society Representative		Students Union Representative			
Name	Bob Brown			Received by	
Position	Chair			Date	
Signature	B.Brown			Students' Union Finance Reference	
Date	5/9/2015				

Personal Details

Name and details.

Description

Details of expense must be included with an attached receipt otherwise payment will not be made.

Finance Codes

See pages on Cost / Dep codes & Expense Type

Requested By

Sometimes the person filling in the form won't be the payee or the authoriser. It is important to fill in these details so we can contact you

Authorisation

there are any Only the activity group Chair and Treasurer can authorise forms. problems
Please fill in your details clearly. NOTE! You can't authorise a payment to yourself. The Students Union Representative section is filled out by the area exec treasurer.