Enter the name of the company or person the financial claim is for

We can reimburse you in one of two ways. Either by BACS bank transfer which will go straight into you account or via a cheque. Please circle your preferred payment method.

If your preferred method is via BACS please ensure you enter your bank account and sort code here.

If a cheque is required and you would like the finance office to post on please write the postal address here.

If there is a problem with the request form we may need to contact you. The person who is making the request needs to enter their name and contact details here so finance can contact you.

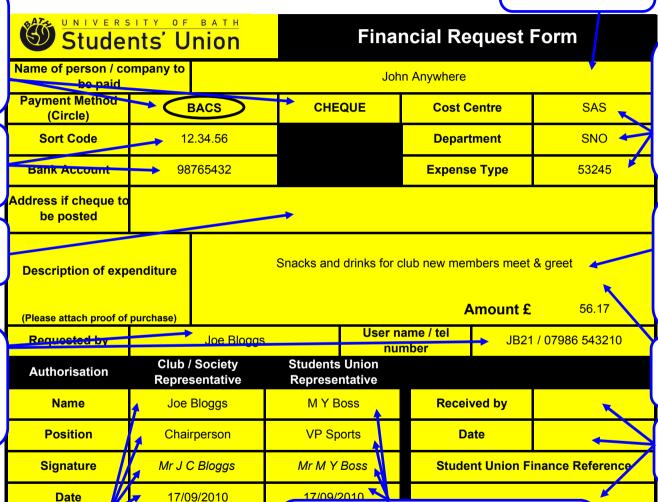
The financial request form

needs to be authorised on

behalf of the club / society

by either the chair or

treasurer.



The financial request form needs to also be authorised

societies or VP Sports for sports clubs. Without this the

by the appropriate Student Union Representative. For

example VP Activities & Development for clubs and

finance office can not process the request.

EXAMPLE OF FINANCIAL REQUEST FORM

Which club or society is paying for the reimbursement? Please provide us with the cost centre, department code and expenses type. The example shown is for Snowsports reimbursing someone from their social expenses budget.

Please provide us with a brief description why the financial claim is being submitted & and the total amount of the financial request. We also require proof of purchase e.g. reciepts otherwise the claim will be rejected.

Sometimes copies of forms may be required to be sent off with a payment. Please write that clearly here.

This area of the form is to be left blank. <u>This is for student</u> union finance use only.