

## EXAMPLE OF FINANCIAL REQUEST FORM

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 your 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.

<b>UNIVERSITY OF BATH</b> <b>Students' Union</b>		<b>Financial Request Form</b>	
<b>Name of person / company to be paid</b>		John Anywhere	
<b>Payment Method (Circle)</b>	<input checked="" type="radio"/> <b>BACS</b>	<input type="radio"/> <b>CHEQUE</b>	<b>Cost Centre</b>
<b>Sort Code</b>	12.34.56		<b>Department</b>
<b>Bank Account</b>	98765432		<b>Expense Type</b>
<b>Address if cheque to be posted</b>		SAS	
<b>Description of expenditure</b>		SNO	
(Please attach proof of purchase)		53245	
		<b>Amount £</b> 56.17	
<b>Requested by</b>	Joe Bloggs	<b>User name / tel number</b>	JB21 / 07986 543210
<b>Authorisation</b>		<b>Students Union Representative</b>	
<b>Club / Society Representative</b>	<b>Name</b>	<b>Name</b>	<b>Received by</b>
<b>Name</b>	Joe Bloggs	<b>Name</b>	M Y Boss
<b>Position</b>	Chairperson	<b>Position</b>	VP Sports
<b>Signature</b>	Mr J C Bloggs	<b>Signature</b>	Mr M Y Boss
<b>Date</b>	17/09/2010	<b>Student Union Finance Reference</b>	
		17/09/2010	

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 & the total amount of the financial request. We also require proof of purchase e.g. receipts 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. This is for student union finance use only.

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 by the appropriate Student Union Representative. For example VP Activities & Development for clubs and societies or VP Sports for sports clubs. Without this the finance office can not process the request.