|  |  |
| --- | --- |
| **Club/ Society/ Activity:****Date:** | **Account Code:** |
| **Expense Details**: *(please attach original receipts, we cannot accept screenshots of bank accounts or bank statements)***Is this Grant Funded?**  |
| **Amount: £****Payable to:** |
| **Account Number:****Sort Code:** |
| **Signature of authorised Signatories- President/ Treasurer/ Secretary. Please ensure this is a signature and not a typed name. You can digitally sign the form** [**here.**](https://www.digisigner.com/free-electronic-signature/esign-document)*(the signatory cannot be the same person receiving the payment)* |
| 1.
 | **Checked** |
|  | **Checked** |
| **Payee Contact Email:** |
| **Staff Signature:** | **Staff Name:** | **Invoice Reference:** |
| **Entered by:** |

**Club/ Society/ Activity**

**Club Account- Payment Requisition Form**