|  |  |  |  |
| --- | --- | --- | --- |
| **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)* | | | |
|  | | | **Checked** |
|  | | | **Checked** |
| **Payee Contact Email:** | | | |
| **Staff Signature:** | **Staff Name:** | **Invoice Reference:** | |
| **Entered by:** | | | |

**Club/ Society/ Activity**

**Club Account- Payment Requisition Form**