



THE UNION

CLUB & SOCIETY EXPENDITURE FORM

Date: _____

Club/Society name: _____

Claimant name: _____

Claimant email & mobile: _____

Sort Code: _____ Account Number: _____

For reimbursement in cash bring your authorised form and receipts to the Finance Office, open weekdays 11:00-16:00

Details of expenditure – receipts must be provided

Description	Amount	Acct Code	Dept
Total:			

Authorised by:

Club/Soc Signatory 1 Sign: _____ Print: _____

Club/Soc Signatory 2 Sign: _____ Print: _____

Opportunities Staff 1 Sign: _____ Print: _____

Opportunities Staff 2 Sign: _____ Print: _____
(Over £150)

Opportunities Staff 3 Sign: _____ Print: _____
(Over £500)

FINANCE OFFICE USE

Payment date: _____ Method _____

Cash received Sign: _____ Print: _____

Date: _____