



FINANCE REQUEST: SUB ACCOUNT

Club/Society	Date
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The committee of the above named Club/Society
authorises the sum of (in words)

.....

Value £								
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To be spent on.....

OFFICIAL PURCHASE ORDER:

Name of supplier.....

FOR THE FOLLOWING PLEASE ENTER THE NAME OF
THE PERSON THE PAYMENT IS DUE TO:

Cash payment: (under £50).....

Received by: (sign and print name)

Bank transfer:

Sort Code.....Account Number.....

AUTHORISED BY:

President.....

Treasurer.....

Secretary.....

Sub Account Balance Checked ☐

Signatures Checked ☐

NB RECEIPTS MUST BE OBTAINED FOR ALL PURCHASES &
SHOULD ACCOMPANY THIS FINANCE REQUEST FORM



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