

Aughton & Ormskirk U3A

PAYMENT REQUEST

or

AUTHORIZATION FOR FUTURE SPEND

To request authority for a future spend on goods or services, complete Parts 1 & 2.

To request payment for goods or services already received, complete Parts 1, 3 and 4.

To: Treasurer A&O U3A

PART 1

From (name): _____

Tel: _____

Group: _____

PART 2 (Authority for future spend)

Activity/Event and date (if applicable): _____

Description of goods or services to be acquired:

(If appropriate, attach budget spreadsheet) _____

Spend for which authority is sought (£): _____ Signed: _____

PART 3 (Request for payment)

Payment value: _____ Attach invoice/receipt to this form.

Activity/Event and date (if applicable): _____

Description of goods or services: _____

I confirm that this expenditure has been incurred for A&O U3A

Signed: _____

Date: _____

Part 4 (Payee details)

Cheque payable to: _____

or

Bank transfer to

Account name: _____

Bank sort code: _____

Account number: _____

Supplier reference number (if applicable): _____

Part 5 (for treasurer's use)

Approved for payment _____ (Co-signatory) _____

Cheque number & date

or

Date of transfer from Main/Groups account _____

Beacon group / category _____

Signatory _____