QMSU Blomeley Centre Reception: 020 7882 8030
BLSA Association Reception: 020 7882 8688
QMSU Finance Office: 020 7882 8036/7

Expenses Claim / Bank Transfer / Cheque Request Form

INSTRUCTIONS FOR COMPLETION:
* All shaded areas must be completed.
* Paperwork must be attached (receipts for expenses claim, invoice or equivalent for payment to a third party)
* Person authorising MUST be different from party receiving payment (the PAYEE)

Checklist:	Submitter of form	Reception
1) Paperwork attached		
2) Student Group / Union Activity Specified		
3) Name / Contact of person submitting form completed		
4) Authorising Signature President/Treasurer		

Which Student Group / Union Activity ?

Description of Expenses	Account Code	Cost Centre	Amount in pounds (in VAT)	
Total:				

Please choose from one of the below:

Cheque to be posted (please provide address in description above)		Cheque for collection		Bank transfer - 1st claim (please provide bank details below)		Bank Transfer - Details already on system (ie this is the 2nd or further claim for this party)	

PAYEE NAME: Please Print Clearly	Account name for Bank transfer, or Full name for cheque payment

Bank Details (only needed for Bank Transfer)	
Sort Code	Account Number

Form submitted by	Phone Number	Date Form Submitted

Authorisation: Student Group President or Treasurer	
Signature	Print

Authorisation: Authorising Student Officer/Account Holder	
Signature	Print

Office Use Only

Date Received in Finance Office:

(BACS) Transaction No. | OR | Cheque Number | Payment Amount | Payment Date