

PAYMENT VOUCHER – COMPLETED EXAMPLE

PAYMENT VOUCHER



CLAIMANT (block capitals): A.N.Other

AMOUNT (in numbers): £

(please attach receipts)

DIRECT BANK PAYMENT

CASH
(maximum £50)

CHEQUE
(minimum £50)

If you want to be paid by DIRECT BANK PAYMENT (recommended), please fill out the following details:

YOUR BANK ACCOUNT NUMBER: 25634957 YOUR BANK ACCOUNT SORT CODE: 12-56-32

CONTACT E-MAIL ADDRESS: a.n.other@hotmail.com

SIGNATURE OF CLAIMANT: A.N.Other

DATE: 24 / 4 / 10

ACTIVITY GROUP NAME (if applicable) Jazz Society

SHORT DESCRIPTION OF ITEMS (will appear on account statement)

		AMOUNT	A/C CODE	SOCIETY / DEPT CODE	VAT CODE (OFFICE USE)
Item 1	Flyers for Freshers Fair Stall	£ 8.50	2110	1712	
Item 2	Activity Group Hoodies	£ 48.20	2110	1712	
Item 3	Guest Speaker Travel Costs	£ 25.00	2112	1712	
Item 4		£		/	
Item 5		£		/	

AUTHORISED 1ST SIGNATURE

J. Bloggs

PRINT NAME

Joe Bloggs

POSITION

Treasurer

DATE:

24 / 4 / 10

AUTHORISED 2ND SIGNATURE

PRINT NAME

POSITION

DATE:

RECEIVED SIGNATURE:

PRINT NAME:

DATE:

PV's WILL BE CHECKED AND APPROVED EVERY TUESDAY. PAYMENT WILL BE RECEIVED WITHIN 7 WORKING DAYS OF APPROVAL.

Choose how you would like to be reimbursed – direct bank payment is the quickest and easiest process

If claiming on behalf of an activity group, make sure you include your group's name

Whatever you write here will appear on your Activity Group statement – so be as descriptive as you want!

If the claimant is an Activity Group officer, another officer should sign here

Write the name of the person or company claiming the money, EXACTLY as it is detailed on their bank accounts, or as you want it to appear on a cheque

All PVs MUST have attached receipts or invoices for the items listed – without them, the PV cannot be authorised

You MUST include the correct codes

A/C Code:
2110 for Society Income
or
2112 for Society Grant

Society Code:
Your unique 3-digit code

Once everything is completed correctly, leave the form in The Base, and it will be ready as detailed above