**Society/Club Invoice Request Form**

This form is for clubs societies and who wish to receive payment from a third party, for example through a grant or a sponsorship.

Once completed, please print, sign and bring it in for a member of the Activities Team or the Activities and Community Officer to countersign, before handing it in to the Finance Office.

Please send via email once authorised su.finance@keele.ac.uk

|  |  |  |
| --- | --- | --- |
| **Society/Club Reference**  (Name of Society) |  | |
| **Date Handed to KeeleSU Finance** |  | |
| **Contact/Company Name**  (Person you are requesting the money from) |  | |
| **Invoice Address**  (The address of the person you are requesting money from) |  | |
| **Contact Number and Email**  (Of the person you are requesting money from) |  | |
| **Purchase Order Number/Companies Reference Number**  (Ask your contact or the company, this will help the money be paid quicker) |  | |
| **Description of Work**  (Reason why you are requesting the money)  \*All sponsorship money must have a VAT element\* |  | |
| **PRICE** | £ | VAT £ |
| **TOTAL REQUESTED** | £ | VAT £ |

**TWO Authorised Signatures**

(Please print and get both signatures before handing into the SU Finance Office)

**President/Club Captain or Society Treasurer** …………………………………………………

**Activities Coordinator/Full Time Officer**………………………………………………………….