

Folio No	
Acct No	

## Payment Request (Accounts Form 05)

<b>Group</b>		
<b>Event or Other Activity</b>		<b>Event Date</b>
<b>Payee</b>		<b>Amount (£)</b>
<b>Payee Reference</b>		
<b>Reason for payment</b>  <i>Please attach invoice and/or other documentation to support need for payment</i>		

<b>Payment Bank Transfer</b>	<b>Bank Name:</b> <input type="text"/>	
	<b>Sort Code:</b> <input type="text"/> - <input type="text"/> - <input type="text"/>	<b>Account Number:</b> <input type="text"/>
<b>OR Cheque Send to:</b>	<b>Name:</b>	
	<b>Address</b>	
		<b>Post Code:</b>

<b>Payment Requested by:</b> <i>Appropriate Member of Crawley U3A, different from the person authorising the payment</i>	<b>Signature:</b>	
	<b>Name:</b>	
	<b>Date:</b>	
<b>Payment Authorised by:</b> <i>Treasurer or another Committee Member</i>	<b>Signature:</b>	
	<b>Name:</b>	
	<b>Date:</b>	