

**Payment Request (Accounts Form 05)**

|  |  |
| --- | --- |
| **Group** |  |
| **Event or****Other Activity** |  | **Event Date** |
| **Payee** |  | **Amount (£)** |
| **Payee Reference**  |  |
| **Reason for payment***Please attach invoice and/or other documentation to support need for payment*  |  |
|  |  |
| **Payment Bank Transfer** | **Bank Name:** |
| **Sort Code:**-- | **Account Number:** |
| **OR** **Cheque**Send to: | **Name:** |  |  |
| **Address** |  |
|  |  | **Post Code:** |
|  |  |  |  |
| **Payment Requested by:***Appropriate Member of Crawley U3A, different from the person authorising the payment* | Signature: |  |  |
| Name: |  |  |
| Date: |  |  |
| **Payment Authorised by:***Treasurer or another Committee Member* | Signature: |  |  |
| Name: |  |  |
| Date: |  |  |