

**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: |  | |  |