



Folio No.

THE UNIVERSITY OF THE THIRD AGE CRAWLEY
Registered Charity No. 1029004

Payment Request

Group	<input type="text"/>		
Event or Other Activity	<input type="text"/>	Event Date <input type="text"/>	
Payee	<input type="text"/>		Amount (£) <input type="text"/>
Payee Reference	<input type="text"/>		
Reason for Payment <i>Enter 'X' in check box</i>	Deposit <input type="checkbox"/>	Pre-payment <input type="checkbox"/>	Reimbursement <input type="checkbox"/>
<i>Please attach receipts or other documentation</i>	Other: <input type="text"/>		

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

Payment Received by: <i>Use only when this document is a receipt for payment (e.g. paying the speaker at an event)</i>	Signature: <input type="text"/>		
	Name: <input type="text"/>		
	Date: <input type="text"/>		
Payment Requested by: <i>Appropriate Member of Crawley U3A, different from the person authorising the payment</i>	Signature: <input type="text"/>		
	Name: <input type="text"/>		
	Date: <input type="text"/>		
Payment Authorised by: <i>Treasurer or another Committee Member</i>	Signature: <input type="text"/>		
	Name: <input type="text"/>		
	Date: <input type="text"/>		

Payment by: Bank Transfer Cheque

Bank Transfer / Cheque No. Amount Paid: £

Treasurer: Date Paid: