****

**LOAN REQUEST**

*Use this form to request a short-term loan from u3a central funds*

Group: Signed: Date:

|  |  |  |
| --- | --- | --- |
| **Date** | **Reason for Loan** | **Amount** |
|  | 1. Hall deposit
2. Advanced payment/hire fees
3. Other please specify
 |  |
|  |  **TOTAL** |  |

Send completed form to Rosemary Jensen, Groups Coordinator (rosemaryjensen15@hotmail.com)

For office use only

Authorised up to £50 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Groups Coordinator Treasurer

Authorised up to £100 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair

Amounts over £100 require committee authorisation

Payment reference Date

**Issue Date: 3 April 2021**