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**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](mailto: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**