



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