



**Club/Society/Activity
Club Account – Cheque Requisition**

Club/Society/Activity

Account Code

Date:

Expense Details: *(please attach original receipts)*

Amount: £
Cheque payable to:

Signature of authorised signatories: *(one must be the Treasurer)*

- 1.
- 2.

Please remember:

1. Allow 48 hours for a cheque to be issued
2. All accounts must be in credit
3. Attach a SAE if the cheque is to be sent to the payee

For office use only:

Cheque No:

Cheque received by:

Date:



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