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| **Club and Society Invoice Request Form**Invoice Request forms are used when a Society wants to charge an external customer for services they have provided as a group. This might include competition fees to other societies at different institutions, entry to SUBU-society conferences etc. Invoice Requests should always be raised in advance of the service being provided. Invoice Request forms should be completed by the Committee and should then be sent to the Clubs inbox. The Invoice will then be created and sent out by the SUBU Accounts Team to the customer and allocated directly to the society bank account once payment is received. |

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| **Club/Society details:** |
| Club/Society Name: |  | Nominal Code: |  |
| Name of Committee raising the request: |  | Committee Position: |  |
| Detail of what the payment relates to/ what service did you provide to the customer?  |  | Department Code | 16- Clubs and Societies |
| How much is the Invoice for?  |  |

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| **Customer Details** |
| Contact name/ Company name: |  |
| Contact number: |  |
| Contact Email: |  |
| Address:*In full including the post code* |  |

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| **SUBU Staff use only:** |
| Staff signature: |  |

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| **SUBU Accounts use only:** |
| Sales Order No.  |  |
| Input Date: |  |
| Invoice Rec’d: |  |