THE STUDENTS’ UNION @ BU LTD

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| --- | --- |
| **PAYMENT REQUISITION FORM** | Date  |
| Line Manager claiming  |
| Pay to | Amount £ |
| Bank Account No: Sort Code: |  |
| Description of expense |
| Nominal Account name |  Tax Code |  Nominal A/C No |  |
| Payment type Invoice / Barclaycard  |  |  |

*Add snip or image of receipt/s here:*

*Please ensure they fit within the page and save the document as a pdf before forwarding to* *subuaccounts@bournemouth.ac.uk*