THE STUDENTS’ UNION @ BU LTD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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*](mailto:subuaccounts@bournemouth.ac.uk)