



**Request To Raise An Invoice**

Date:	Club Contact/Username:
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Invoice to:	
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Company Contact Name	
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Contacts Position	
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<u>Company Address:</u>

<u>Company Phone Number:</u>

<u>Finance Department Contact:</u>

<u>Company Email:</u>

<u>Finance Department Email:</u>

<u>Reason for Invoice:</u>

Department:
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Expense Code:
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Net Goods:	£
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Event:	
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Plus VAT:	£
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PO Number	
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TOTAL	£
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**CLUB CHAIR/TREASURER AUTHORISATION**

NAME:	POSITION:
SIGNATURE:	DATE:

**STUDENTS UNION AUTHORISATION**

NAME:	POSITION:
SIGNATURE:	DATE:

OFFICE USE ONLY

INVOICE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_