

Use this form to request a cheque to a third party for payment of goods or services obtained by Bridgend u3a. Any full member of Bridgend u3a may use this form. While it isn't essential, providing invoices and receipts will help us demonstrate that our expenditure is valid to the auditors. Authorised expenditure will be paid by cheque and posted to payee so please make sure you enter the details correctly.

SECTION 1 – YOUR DETAILS

| | | |
|-------------------------------------|---------------------------|---------------------|
| Your Name (IN CAPITALS) | Signature | Date |
| | | |
| Your Address (Inc Post Code) | Your Email Address | Telephone No |
| | | |

SECTION 2 – DETAILS OF GOODS OR SERVICES PROVIDED

| Details of goods or services (IN CAPITALS) | Amount (INC VAT) |
|---|-------------------------|
| | |
| | |
| | |
| TOTAL PAYMENT | |

SECTION 3 – DETAILS OF PERSON/COMPANY TO BE PAID (PAYEE)

| | |
|--------------------------------|-------------------------|
| Name (IN CAPITALS) | Telephone Number |
| | |
| Address (Inc Post Code) | Email Address |
| | |

| | | |
|-----------------------------------|------------------------------|-------------|
| Authorised by: (Signature) | Name (Block Capitals) | Date |
| | | |
| | | |

Payments over £100 require the authorisation of TWO branch officers.

| | | |
|------------------|----------------------|---------------|
| Date Paid | Cheque Number | Amount |
| | | |

PLEASE RETURN FORM, TOGETHER WITH ANY INVOICES AND RECEIPTS TO: Bridgend u3a Treasurer,
7 Llwyn Glas, BRIDGEND CF31 5AH or EMAIL treasurer@bridgendu3a.co.uk