THE SU UNIVERSITY OF BATH

Invoice Request Form

Request To Raise An Invoice

University of Bath Students' Union

Date:	4th September 2015
Invoice to:	ICIA
Company Contact Name:	Thom Cornall
Company Address:	ICIA The Edge University of Bath BA2 7AY

Company Telephone No: 01225 384009	Company Email Address: t.a.cornall@bath.ac.uk

Reason for raising Invoice:

Charges for Backstage Technical Services – Show on 6th June

Cost Centre:	RRE	Net Goods Total £	408
Department:	BTP	Plus VAT @ __% £	81.6
Expense Type:	52015	TOTAL £	489.6

SU Dept / Club Contact Name:	Jack Harris
SU Dept / Club Contact Telephone Number:	x3067
SU Dept / Club Contact Email Address:	treas@bts-crew.com

Invoice Request Authorisation

Name:	Position:
Signature:	Date:

Office Use Only

Invoice Number _____ Date _____

Requesting to raise an invoice is a way of processing an incoming payment. A request can only be authorised by a student group chair or treasurer. They must then be countersigned, for more information on this refer to the Processing Forms page. If you are unsure how to use this form contact your exec area treasurer.

Payee Details

Fill in the details of the payee. This information is important as without it Finance will not be able to raise the invoice.

Reason for Invoicing

Fill in the details you would like to be displayed on the invoice. You may also attach additional information or finance breakdowns.

Finance Codes & Invoice Amount

Fill in your activity group/department s cost code, department and Expense type. Fill in the Net Good Total, Calculate VAT at 20% and add the total. Authorisation Only the activity group Chair and Treasurer can request invoices. The Authorisation section on this form should be signed by an exec treasurer or authorising staff member.