

**Student group withdrawal form**

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| --- | --- |
| **Date:**  | **Student group name: (in full)** |

|  |  |  |
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| 1. **Cash Float**

£20 daily limit**FLOATS ONLY** | 1. **BACS**

Complete details on reverse | 1. **Internal**

payment to another student group |

|  |  |
| --- | --- |
| **Fundraising** (student group bank account) | **Grant Funds** (funds allocated from Union Activities or Team Leicester) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Position** | **Signature** | **Email** |
| **1** |  | **Treasurer**(must always sign) |  |  @student.le.ac.uk |
| **2** |  |  |  |  @student.le.ac.uk |

|  |  |
| --- | --- |
| **Details of Claim** *Outline reasons for the claim i.e. event name/ destination etc.* *All receipts, invoices/evidence of expenditure must be attached.* ***Please number receipts.******If you have request cash float, please provide a breakdown of the cash you require (i.e. £10 x 2 for £20)*** | **Amount £** |
|  |  |
|  **Total:**  | **£ :**  |

***Please complete the reverse page***

**Payment will only be authorised for expenditure that is in line with the Society's Grant Application and Constitution.**

**Accounts Use: Ref No Received:**

 **N/L Code**

 **Posted Signature:**

 **Date:**

1. **Cash Float** *(£20 limit) (Collect from 1pm next working day)*

Cash payments can only be collected by one of the two committee members who signed that particular withdrawal form, with their student ID.

1. **BACS Details**  *(2-5 working days)*

If the recipient has not provided you with their account details on their invoice please complete the details below.

**PLEASE MAKE SURE YOU WRITE YOUR ACCOUNT DETAILS IN CAPITALS & CLEARLY**

**Account Holder Name: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Name: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sort Code: - \_\_ \_\_ - \_\_ \_\_ - \_\_ \_\_ Account Number: - \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_**

**Reference: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Internal transfer to other student group**

**Student group name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Union Activities Use:**

**Checked Identity Staff Name:**

**Checked MRA/ Staff Signature:**

 **Event Notification**

 **Date:**