

**Charity Donation Form – Paying In**

**Please use this form if you are donating money to charity- this will ensure that we can pay the money out to the charities quickly.**

**You MUST hand this in to Reception along with the cash you wish to pay in.**

**If you are donating to multiple charities please fill out one of these for each charity. If you would like your cheque to be posted please add an extra £1 to your donations.**

|  |  |
| --- | --- |
| Denominations | Total Amount |
|  |  |
| £20 |  |
| £10 |  |
| £5 |  |
| £2 |  |
| £1 |  |
| 50p |  |
| 20p |  |
| 10p |  |
| 5p |  |
| 2p |  |
| 1p |  |
| Total Cash Paid in |  |
| Total Cheques Paid in |  |
| Total from Cash/ Cheques |  |

|  |  |
| --- | --- |
| Details about the amount being paid in | |
| Student Group/Individual Paying In: | |
| Signed by: | Print Name: |
| Date: | Email Address Alias: |
| Payment Reference (will include society name donating to charity name) | |
| Charity being donated to: | |
| Event money was being fundraised at: | |

|  |  |
| --- | --- |
| Office use only |  |
| Total Money Received in bag |  |
| Verified by |  |
| Name |  |
| Date |  |
| Nominal Code |  |

|  |
| --- |
| Received (Office Use Only) |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



**Charity Donation Form**

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Email** |
|  | **Individual donating money** |  | @student.le.ac.uk |
|  | **Fundraising coordinator** |  | @le.ac.uk |

|  |  |
| --- | --- |
| **Details of Donation** *please fill in this section with details on which charity you would like the money to be donated to.* | **Amount in Pounds (£)** |
|  |  |
| **Total:** | **£ :** |

**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.

**Name of Charity: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Cheques**

**Collect From Reception***(Collect from 1pm next working day)*Yes / No

**Posting the Cheque**

Have attached a stamped addressed envelope for the SU to post the cheque straight away? Yes / No

SU Finance can post cheque for £1 charge from **your society account**. Please provide address below:

**Name of Charity: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address in full: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Use Only.**

**Activities Use:**

**Fundraising Event Notification Staff Name:**

**Checked MRA Staff Signature:**

**Checked Identity Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Finance Use: Cheque No Received:**

**N/L Code**

**Posted Signature:**

**Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**