

**LSE STUDENTS' UNION**  
**CLAIM FOR CHEQUE PAYMENT**

DATE FORM SUBMITTED: \_\_\_\_\_

NAME OF SOCIETY: \_\_\_\_\_

CHEQUE MADE PAYABLE TO: \_\_\_\_\_  
(Please print name of person to be reimbursed)

**DETAILS OF CLAIM/EXPENDITURE:**

DATE (of receipt)	ITEMS/SERVICES PURCHASED, HOW USED & EVENT RELATE TO (e.g., gift for speaker, taxi to collect items for party, postage for letters to speakers etc.)	AMOUNT £
TOTAL OF CLAIM:		

**All relevant invoices/receipts must be attached to the back of this form and a specific description of the expenditure including details of the event(s) to which it relates must be given or the claim will NOT be processed.**

**PAYMENT AUTHORISED BY:** \_\_\_\_\_  
**Society Treasurer's Signature**

**FOR OFFICE USE ONLY**

DATE: \_\_\_\_\_ CHEQUE No: \_\_\_\_\_ AMOUNT: £ \_\_\_\_\_

ACCOUNT BALANCE: £ \_\_\_\_\_ **PAYMENT PASSED BY:** \_\_\_\_\_  
**Students' Union Treasurer**

A/C No: \_\_\_\_\_ SOCIETY: £ \_\_\_\_\_ VAT (2604): £ \_\_\_\_\_

Description													Amount

CHEQUE COLLECTED/POSTED/PAID IN BY: \_\_\_\_\_ DATE: \_\_\_\_\_