Payment Request Form

PLEASE PRINT CLEARLY IN BLOCK CAPITALS TO AVOID PAYMENT ERROR OR DELAY.

Payee (full name): *The person who needs to be paid*	
LSE email address: *In case of query*	
Date requested:	

		For staff use only		
Details	Amount (GBP)	Acc Code	Dept Code	VAT Code
Total amount being claimed	£			

Name of club/society:						
Event and/or reason for claim e.g. venue booking, catering costs						
Where is this being claimed from? If unsure please ask your treasurer. Please tick as appropriate (✓)	Club or Society Account (e.g. sponsorship/ membership sales)		Annual Fund Grant		Other, please specify: (e.g. AU Exec, RAG, Travel Fund)	

BACS details:	Sort code (6 digits)	
	Account Number (8 digits)	
For non-UK bank accounts:	IBAN number	
	Swift code (BIC)	

Please note that for non-UK bank accounts, a bank fee will be incurred.

I, the claimant, certify the information provided is correct	Sign:		Print Name:		
Authorised by (first signatory - treasurer)*		Print name:		Date:	
Authorised by (second signatory - ARC staff)		Print name:		Date:	
Staff notes:					

*Please note that if the treasurer is the payee then the payment must be authorised by the president

Please return this to the Activities Resource Centre