



Advance Payment/Cheque or Bank Transfer Request (Form 4, Nov 2019)

To: The Treasurer

From: Organiser:
(Please Print)

Tel:

Name of Group:

CHEQUE or Bank Transfer VALUE: £.....

CHEQUE PAYABLE TO: (Please print)

Or BANK TRANSFER DETAILS: Account Name:.....
(Please print)

Sort Code:...._....._..... Account Number:.....

IS THIS MONEY REFUNDABLE IF THE EVENT DOES NOT TAKE PLACE? YES/NO
(Please check before completing this request form)

APPROVAL RECEIVED FROM COMMITTEE/GROUP LIAISON OFFICER YES/NO

Organiser – Please give your opinion of the likely number of tickets/places being sold (to avoid U3A losses)

.....
.....
.....

Latest Date Cheque/Bank Transfer is wanted:

Remarks:
.....
.....

Signature: Date:

Treasurer's use only

N/Code:

Department Code:

Cheque No/Bank Transfer Ref:.....

Value: £

Date Issued