



Payment on behalf of a club or society

Please read the below carefully before submission:

All details below must be filled out in full in order for a payment to be made. The committee member authorising the payment and the second committee member supporting the payment must be cc'ed into their university emails. All payment requests must come from the club or societies' official .abdn.ac.uk email unless explicit permission is granted from the Societies or Sports Union.

Payments being requested from committees that have access to their account will be declined by the AUSA. Those committees will be asked to make their own payments.

AUSA will make the payment on the club or society as detailed below. Any amendments will need to be corrected through your treasury accounts. If overpayments are made due to a club or society error, it will be up to the club or society to arrange repayment or credit. If there is an underpayment made, it is up to the club or society to submit a second form with the details of the payment required to remedy the error. It is up to the club and society to keep receipts for the payment requested below in their treasury records.

Required information

Name of Club/Society requesting payment:

Account Number:

Sort code:

Payment amount:

Payee's account name:

Payees account number:

Payees sort code:

Committee member requesting payment:

Committee member supporting the payment:

Reason for the payment:

- Equipment
- Affiliations
- Kit
- Officials' fees
- Coaching fees
- Travel
- Accommodation
- Venue Hire
- Competition fees
- Other (please explain in box provided)
- Reimbursement to member (please explain in box provided)