**University of Suffolk Student’s Union - Reimbursement Request Form**

|  |  |
| --- | --- |
| **Name**  |  |
| **Student number** |  |
| **Committee Role**  |  |
| **Club** |  |
| **Current date** |  |
| **Bank details** (Name as appears on bank account, sort code and account number) |  |
| **What did you buy over the month?**A rough overview of the item/s and reasons for the purchases |  |
| **Have photos of the receipts been uploaded to your club’s receipt folder?** |  |

**Month of:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of purchase** | **Item/s** | **Reason for Purchase** | **Total Price as shown on receipt** |
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|  |  |  |  |

**Month of (Continued):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of purchase** | **Item/s** | **Reason for Purchase** | **Total as shown on receipt** |
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| **Total of all items:** |  |

**Does this document adhere to the reimbursement rules?**

Yes/ No (delete as appropriate)

 ***I am submitting a financial request for £ total amount to be reimbursed) to the bank details provided to be taken out of my club’s budget.***

**Signed:**
**Date:**
**Print Name:**

**---------------------------------------------------------------------------------------------------------------**

**Admin**

**Approved:**

**Declined:**

**---------------------------------------------------------------------------------------------------------------**

**FAO Finance**

**Department: 32**
**Club:**
**Amount to be reimbursed:**
**Bank Details:**