

CLAIMS FORMS



CLAIMS FORM FORM A7 (08-09)

Name of Society.....

Date Form Submitted to Student Activities Centre
.....

Bank Account No.

Description & Reason for Purchase	Your Claim £	Receipt attached (✓ if appropriate)	Please add to Society's inventory (✓ if appropriate)
TOTAL	£		

Claim made by:-

Name	Position in Society
ID No.	Tel No.
Address	Email:
(Signed)	Date

NB: ALL PROPERTY BOUGHT BY SOCIETIES AND CLAIMED FOR FROM THEIR UNION BUDGETS REMAINS THE PROPERTY OF THE UNION AND NOT OF INDIVIDUAL MEMBERS OF THE SOCIETY. THESE ITEMS WILL BE ADDED TO YOUR INVENTORY.

**PLEASE NOTE: Don't forget to total your claims.
Claims should only be made by an officer of the society.
ALL CLAIMS MUST HAVE RECEIPTS ATTACHED**