

Payment Authorisation Form

This form is to be used for all payments (cash, cheque or bank transfer) from club funds.

Name payment to be made to

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Bank account details (Bank Account Number & Sort Code)

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Purpose of payment (what is the money going to be used for ?)

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Amount (£)

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Date payment required (form should be submitted with at least 1 weeks notice)

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Authorised by two committee members (sign, print and date)

1

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2

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Notes.

1. Payments greater than £50 must be approved in advance by the Stratford Cycling Club Committee
2. The authorised signatories must be current committee members
3. The completed form should be returned to the Treasurer for payment