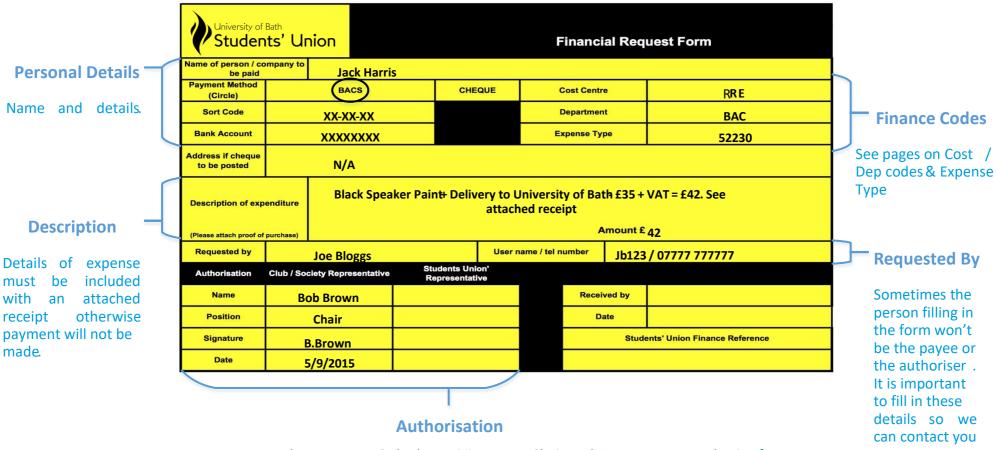
## Yellow Forms

Filling in a yellow form is a way of processing an outgoing payment, either by BACS or Cheque.

Yellow forms can only be authorised by a student group chair or treasurer. They must then be countersigned, for more information on this refer to the Processing Forms page. If you are unsure when to use a yellow form, follow the diagram on the Outgoing Payments page or contact your exec area treasurer.





there are any Only the activity group Chair and Treasurer can authorise forms. problems

Please fill in your details clearly. NOTE! You can't authorise a payment to yourself. The Students Union Representative section is filled out by the area exec treasurer.