

Invoice Request Form

University of Bath Students' Union Request To Raise An Invoice	
Date:	4th September 2015
Invoice to:	ICIA
Company Contact Name:	Thom Cornall
Company Address:	ICIA The Edge University of Bath BA2 7AY
Company Telephone No:	01225 384009
Company Email Address:	t.a.cornall@bath.ac.uk
Reason for raising Invoice:	Charges for Backstage Technical Services – Show on 6 th June – Please see additional attached breakdown
Cost Centre:	C&S
Net Goods Total	£ 408
Department:	BAC
Plus VAT @ __%	£ 81.6
Expense Type:	52215
TOTAL	£ 489.6
SU Dept / Club Contact Name:	Jack Harris
SU Dept / Club Contact Telephone Number:	x3067
SU Dept / Club Contact Email Address:	treas@bts-crew.com
Invoice Request Authorisation	
Name:	Position:
Signature:	Date:
Office Use Only	
Invoice Number _____	Date _____

Requesting to raise an invoice is a way of processing an incoming payment. A request 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 how to use this form contact your exec area treasurer.

Payee Details

Fill in the details of the payee. This information is important as without it Finance will not be able to raise the invoice.

Reason for Invoicing

Fill in the details you would like to be displayed on the invoice. You may also attach additional information or finance breakdowns.

Finance Codes & Invoice Amount

Fill in your activity group/department’s cost code, department and Expense type. Fill in the Net Good Total, Calculate VAT at 20% and add the total.

Authorisation

Only the activity group Chair and Treasurer can request invoices. The Authorisation section on this form should be signed by an exec treasurer or authorising staff member.