

Blue Forms

Filling in a blue form is a way of processing an internal transfer. Blue forms can only be authorised by a student group chair or treasurer of the group making the payment. They must then be countersigned, for more information on this refer to the Processing Forms page. If you are unsure when to use a blue form, follow the diagram on the Outgoing Payment page or contact your exec area treasurer. All blue forms should use the SU Internal Recharge ending in 65.

University of Bath Students' Union				Internal Transfer Request Form	
Debit From		Bath Model United Nations Society	Credit To		Backstage
Cost Centre		RRE	Cost Centre		RRE
Department		MUN	Department		BTP
Expense Type		52265	Expense Type		52165
Total amount to be transferred			120.00		
Reason for transfer		Charges for: WFP March Show 2015			
Authorisation		Club / Society		Students' Union	
Name		Joe Bloggs			
User Name		JB123			
Position		Chair			
Signature		J. Bloggs			
Date		5/9/2015			

Debit From

Fill in the details of the student group that is making the internal transfer.

Reason

Why are you transferring the money?
E.g. Backstage charges

Credit To

Fill in the details of the student group / department that is receiving the money

Authorisation

Only the activity group Chair and Treasurer can authorise forms. Please fill in your details clearly. The Authorisation should be signed by the activity group making the payment.

Blue Forms