## External Company or University Department **Incoming** Non Student (associate, staff member) Payrnent Can you create a Student **BathStudent product?** SU Internal **BathStudent Blue Form** Online **Payment** Print or Collect a BathStudent Internal Transfer form. Product request form. (Backstage invoices come with an internal transfer Fill in the details including the form on them) finance codes (Cost Code, Department and Expense Type), Fill in the form. You need to value of items and options. include finance codes (Cost Remember Products can be Code, Department and made available for non Expense Type) for both members societies/sports clubs. Hand the form to an Activities Office Staff member. They will Chair/Treasurer to sign. process the form and put the Place in the in tray in the product on BathStudent. Activities/Sports Office for Exec Treasure BathStudent Products can be purchased by guests/externals

## **Incoming Payments**

Request an Invoice

Print or Collect a Request to raise an invoice form .

Fill in the details including the finance codes (Cost Code, Department and Expense Type), payee, amount and any other information you have .

Take the form to the Activities Office to be signed by an Activities Office staff member.

Place the form in the outgoing finance forms tray.