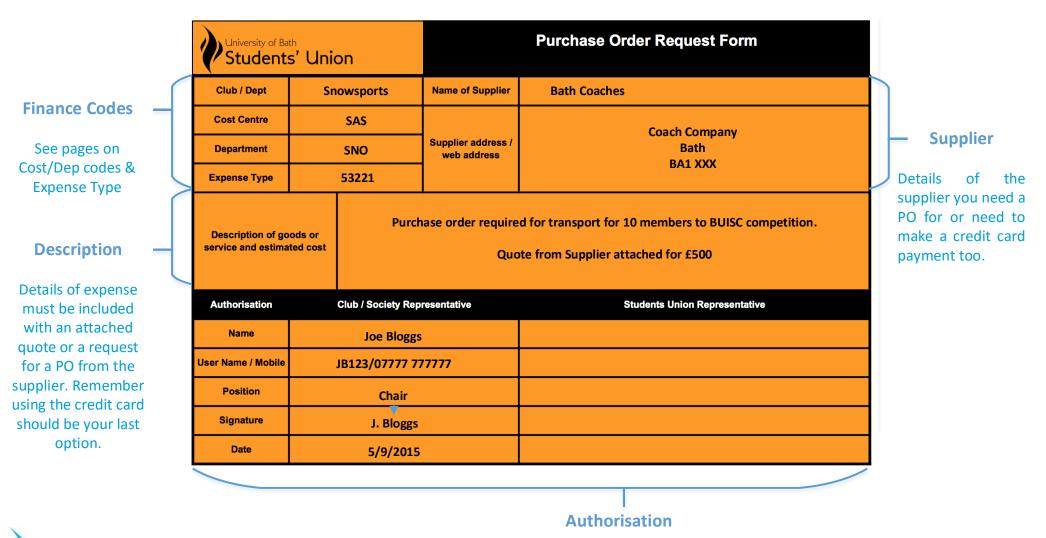
Filling in an orange form is a way of processing an outgoing payment by credit card, or can be used to issue a purchase order number to a supplier. Orange forms can only be authorised by a student group chair or treasurer. They must then be countersigned, for more information on this refer to the "Processing Forms" page. If you are unsure when to use an orange form follow the diagram on the "Outgoing Payments" page or contact your exec area treasurer.

## **Orange Forms**



University of Bath Only the activity group Chair and Treasurer can authorise forms. 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.

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