



Advance Payment / Cheque Request

To: The Treasurer

From: Organiser Tel:
(Please Print)

Name of Group

CHEQUE VALUE £.....

PAYABLE TO (Please Print)

REASON FOR CHEQUE.....

.....

IS THIS MONEY REFUNDABLE IF THE EVENT DOES NOT TAKE PLACE **YES / NO**
(Please check before completing this request form)

APPROVAL RECEIVED FROM COMMITTEE / GROUP LIAISON OFFICER **YES / NO**

Organiser - Please give your opinion of the likely number of tickets / places being sold {to avoid U3A losses}

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Latest date cheque is wanted.....

Remarks.....

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Signature.....

Date.....

Treasurer's use only

N/Code:

Department Code:

Cheque No:

Value: £.....

Date Issued: