

# Blackwater U3A Payment Request (Form C)

Received: _____
Cheque No: _____
Amount: _____
Post/Return: _____

**Group:** \_\_\_\_\_

**Co-ordinator:** \_\_\_\_\_

**Email Address / Telephone** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Total Expected Cost:** \_\_\_\_\_

**'Bank' Balance:** \_\_\_\_\_

**Co-ordinator's Reference:** \_\_\_\_\_

Details of Required Payment	
<b>Payee:</b>	_____
<b>Amount:</b>	_____
<b>Address:</b>	_____
	_____
	_____
	_____
<b>Covering Letter Provided:</b>	_____
<b>SAE Provided:</b>	_____
<b>Special Instructions:</b>	_____
	_____
	_____

**Signed:**

**Date:**

Complete this form with as much useful detail as possible and send/hand it to the Treasurer. Remember it may take a few days for the Treasurer to produce a properly signed cheque. Cheques will not normally be issued unless there are sufficient 'banked' funds earmarked for the Group.