## Using the New Request for Payment System

A completed and authorised ***Request for Payment Form*** is necessary for all expenditure of Club funds.

For the computer-shy there is a PDF version, with suffix (manual), available from the Treasurer or the club website. This can be printed off and completed by hand.

A Word template form for completion on screen is also available from the club website. To complete the on-screen form, tab through or click on the form fields to tick boxes and enter or overtype text where necessary. When finished, Save and Print the form and pass the hard copy on to the person needing to approve.

Copies of receipts and or invoices must be attached if available. A brief explanation will suffice if they are not.

Payments to Charities approved in the Annual Budget or by a Board meeting must have a reference to the relevant approved budget or Board motion.

Please ensure that the account against which the payment is to be billed is selected from the list by circling its number or typing it in at the end of the line above the list of categories. Please discuss with the Treasurer if additional categories would be useful for reporting purposes.

Payments must be authorised by a 2 Board Members or the Chair of the relevant committee and another Board Member. Both authorisation lines are to be signed off before passing the form to the Treasurer for processing the payment.

