



REQUEST FOR PAYMENT FROM A CHARITY FUND

Reason for payment:

Date of request:

BACS details:

Bank name:

Name of account:

Account no:

Sort code: --

Remittance advice to be emailed to:

Applicant name:Tel:

Email of applicant:

Amount: £.....

FUND NO:

Signature: (Fundholder)

Signed by: (PRINT NAME)

.....

Signature: (Additional Fundholder for 5K or over.) Signed by: (PRINT NAME)

.....

While we aim to process these requests within 10 days of receipt (if accompanied by the correct supporting documents), we are a small Finance team and it may take up to 30 days at busy times of the year.

Supporting documents:

- Original invoice or itemised receipt (if in foreign currency, please provide bank statement for the exchange rate if possible)
- Certificate of attendance or badge for conferences and courses
- Agenda, poster or email confirmation of meeting

Return completed form with original signature(s) and supporting documents to: Royal Free Charity Finance Department

or

The form and documents with signed authorisation can be scanned and sent from the fundholder's email address to: accountspayable@royalfreecharity.org