



FINANCE OFFICE USE ONLY

REFERENCE:

SALES INVOICE FORM

Use this form to invoice an organisation and to receive money into you Club or Society account

Date Submitted	Today's date	Club/Society SU Number	Society name & 'su' number
Customer Name	Name of your customer		
Address	Customer's address		
Contact Email	Just in case there's a query!	Contact Name	Your point of contact
Contact Phone	Just in case there's a query!	Contact Fax	

All sales invoices are emailed to customers unless requested otherwise

Account Name	Name of the account you want the money to go into eg Sponsorship					
Account Coding	Account	NNNN	Cost Centre	ANN	Dept	ANN
Details of Receipt Please attach supporting documentation(eg sponsorship agreement)					£ Amount	
Details of what you're invoicing for						
- Don't forget to attach any supporting paperwork						
eg sponsorship agreement						
					TOTAL (ignore VAT)	£

Requisitioner (Club/Society member making the request)

Name	Your name	Signature	
Position	Exec position	Email/Telephone	Just in case there's a query!

Club/Society Authorisation (President or Treasurer – must be different to the Requisitioner)

Name	President/Treasurer's name	Signature	
Position	President/Treasurer	Email/Telephone	Just in case there's a query!

WSU Authorisation

Sports/Socs Officer	Leave blank	Notes / Additional Info Leave blank
Sports/Socs Mgmt	Leave blank	
Finance Office	Leave blank	