FOR OFFICE USE ONLY

SIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# INVOICE REQUEST FORM

Use this form to request an invoice from the finance office. Please allow one working day for the invoice to be raised and only request one invoice per form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Club/Society Name** |  | **Date** |  |

|  |  |
| --- | --- |
| Sponsor Name |  |
| **Sponsor Address** |  |
| **Contact Name and Email Address (for invoice to be issued)** |  |
|  |
| **Reference (to appear on invoice)** |  |
| **Total Amount\*** |  |

**\*Club/Society sponsorship is deemed as VAT exempt, if the company has quoted you VAT please consult with them.**

**Club/Society Authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Signature |  |

**Additional Information/Notes**

|  |
| --- |
| **Please return this form to the Finance Office or email to sufinance@cardiff.ac.uk** |