**SALES INVOICE FORM**

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

When submitting an invoice request form please confirm with your contact the following details;

* The official Company name that the invoice needs to be made out to
* Company address
* E-mail address for invoice to be sent
* Purchase Order number (if required)
* Whether they need anything particular to be present on the invoice (to quote the name of your contact, a particular reference number etc)
* If a payment date has been agreed **DO NOT** submit a sales invoice request until a month before funds are due

Provide a copy of the e-mail from your contact with the details above or your sales invoice form will be rejected.

Other details that must be included;

* Date submitted to your co-ordinator
* Club or Society NAME
* Contact name of person you dealt with
* Account code
* Details for invoice including dates and any other relevant information (try to avoid abbreviations or simply ‘attached’)
* Amount
* Back up paperwork

This must be signed by the requisitioner, the president or treasurer of the society/club and then be given to your society/club coordinator to check and authorise. This will then be passed through to finance to process.

If any of these details are not given **the invoice will be rejected** and sent back to the requisitioner where the process will have to be done again.

If these simple steps are followed then it means the invoices get out quicker and the society/club receive the funds quicker.

**DO NOT** use (or supply to anyone) the Students’ Union bank details to transfer funds unless otherwise agreed with finance (contact on [finance@warwicksu.com](mailto:finance@warwicksu.com))

**If you hold the Students’ Union bank details, please delete** them from your systems. We have had numerous instances of people giving out bank details which were held on account but were actually the University bank details.

If you have any questions regarding the above, please contact Donna in finance on the e-mail address [finance@warwicksu.com](mailto:finance@warwicksu.com)

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Customer Name** |  | | |
| **Address** |  | | |
| **Contact Email** |  | **Contact Name** |  |
| **Contact Phone** |  | **Contact Fax** |  |

All sales invoices are emailed to customers unless requested otherwise

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Account Name** |  | | | | | | |
| **Account Coding** | **Account** |  | **Cost Centre** | |  | **Dept** |  |
| **Details of Receipt**  Please attach supporting documentation(eg sponsorship agreement) | | | | | | **£ Amount** | |
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|  | | | | **TOTAL** (ignore VAT) | | **£** | |

**Requisitioner** (Club/Society Member making the request)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Signature** |  |
| **Position** |  | **Email/Telephone** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Signature** |  |
| **Position** |  | **Email/Telephone** |  |

**WSU Authorisation**

|  |  |  |
| --- | --- | --- |
| **Sports/Socs Officer** |  | **Notes / Additional Info** |
| **Sports/Socs Mgmt** |  |
| **Finance Office** |  |

Please see our privacy notice for details on how this data will be used and stored. A copy of the privacy notice is displayed in the Finance Office.