

Charitable donations form 2023/234This form is for clubs and societies which wish to donate money from their Students’ Union account to a charity or not-for-profit organization (NPO).

To be completed in BLOCK CAPITALS.

|  |  |
| --- | --- |
| **1. General** |  |
| Name of Club / Society / Community Project money is to be donated from |  |
| Amount to be donated | **£** |  |
| What do you want this donation to appear as on your accounts? *E.g. Donation to UNICEF from bake sale money* |  |

|  |  |
| --- | --- |
| **2. Charity/NPO details** |  |
| Name of Charity or NPO money is to be donated to |  |
| Charity number (if applicable) |  |  |  |  |  |  |  |  |  |  |
| Payee and address to which remittance should be sent (email is preferable) |  |

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| --- | --- |
| **3. Payment details** |  |
| Is there a specific date the payment needs to go out after, or needs to be paid/received by? Please g*ive details* |  |
| **Online transfers:**What are the account details to which the money should be transferred to? | Account name |  |
| Bank name |  |
| Account number |  |  |  |  |  |  |  |  |  |  |
| Sort Code |  |  |  |  |  |  |  |
| Additional information *e.g. ‘Just Giving’ website link* |  |

Terms and conditions:

1. I confirm that the above information is correct
2. I confirm that the club/society/community project named in Section 1 has, or will have by the end of the academic year, the necessary funds to make this payment.
3. I confirm I have had the opportunity to ask any and all questions regarding paying charities/NPOs from SU clubs’ and societies’ accounts.

President’s Name:

President’s Signature:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

Date:

 Day Month Year

Treasurer’s Name:

Treasurer’s Signature:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

Date:

 Day Month Year

**Student Union Use:** Cost Centre: Account code: Supplier ID:

Authorised by:

**AP**: PN: Date payment was made: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cheque number/BACS reference/other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized by: