

FINANCE FORMS

These are yellow (paying in), white (claim for payment by cheque), and blue (payment by bank transfer) all available from the Treasurer.

If you are paying monies from your Group to the Treasurer, the following details will be required:

Maghull and Lydiate U3A		Paying-In Slip (front)	
Date	£20		
Group	£10		
Transaction details	£ 5		
	50p		
Number of cheques [] list overleaf	Total Cash		
Receipt Number	Cheques		
	TOTAL		

Maghull and Lydiate U3A		Paying-In Slip (back)
Cheque N°s	Name	Amount
Total		

If you are making a claim from your Group funds & require the payment to be by cheque, the following information will be required:

Maghull and Lydiate U3A	Claim Form
Date	
Group	
Invoice attached []	
Amount	£
Payable to	
Received cheque number	
Received cash	
Signed	

If you are making a claim to the Treasurer from your Group funds and require the payment to be by bank transfer, the following information will be required:

Maghull and Lydiate U3A	Claim Form
Date	
Group	
Invoice attached []	
Amount	£
Payable to	
Signed	