

C H Q	<u>UNIVERSITY OF BRISTOL</u>	<u>£ CHEQUE REQUEST FORM</u> Please do not use for paying suppliers invoices, fees or expense claims	C H Q
DEPARTMENT: (In full)		PLEASE PRINT CLEARLY	
Will you please raise a cheque payable to: (Please quote all initials where possible)		Date cheque required	Date this request sent to FO
Address of payee (Univ staff may give dep't as address) (This is essential to set up organisations on the computer)		Address for despatch of cheque (If different)	
Post Code (essential):		If this instruction is different to your last claim please tick here > <input type="checkbox"/>	
Reason for payment			Dep't Ref No:
N B	Please attach supporting documentation eg: Subscription renewal request Award authorisation Registration form <i>etc</i>	N B	Funding Source (EG HEFCE, Research Grant, Disc Fund)
		Authorised by: (Budget holders signature)	
		Ext Ref 1	
		Ext Ref 2 Order No:	
N B	<i>etc</i>	N B	Ext Ref 3 Other Dep't Ref:
Charge Codes			
EL1	EL2	EL3	£ p
			Description (and proportion of split posting if relevent)
Special requests:		TOTAL TO PAY	-
			For Finance Office use only
			Doc Type / Invoice No.
			E X P C H R Q 1 FO RL 10 2 97