

## PAYMENT AUTHORISATION FORM

Payment Date:  *Internet banking* ☐ *Cheque* ☐

Bank Ref/cheque No:

Paid To:

*Remittance Advice sent?* ☐ *Date:*

Funds available?	Budget?
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Code(No & Name)	Reference Details	Amount		
		£		
		£		
		£		
		£		
		£		
		£		
		£		

**TOTAL : £**

### ADDITIONAL DETAILS

### AUTHORISATION:

Authorising Signature No.1 \_\_\_\_\_ Date: \_\_\_\_\_

Authorising Signature No.2 \_\_\_\_\_ Date: \_\_\_\_\_

Authorising Signature No. 3 \_\_\_\_\_ Date: \_\_\_\_\_

Sage Memorised ☐

Date

*Sage entry completed?* ☐ *Date*