

# ST. JOHN'S JJCR MONEY REQUEST FORM



NAME: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

PURCHASE OF: \_\_\_\_\_

- PART I  
 PART II

AMOUNT: £

IF PART II & MOTION WAS PASSED,  
 DATE OF JCR MEETING:  /  /

CHEQUE TO BE MADE OUT TO: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE:  /  /

Please attach details and receipt's below, continuing overleaf if necessary. Please mark all relevant amounts on the receipts. If the final amount is not clearly visible from receipt, please include a short calculation in the boxes provided. When complete, please leave in the Treasurer's Inbox.  
 Many Thanks.

Amount	Details
£	
£	
£	
£	
£	
-£	
-£	
-£	
-£	
-£	
£	<b>Total</b>

VAT charged?  
 Yes  No  Not sure

*Finance use only:*

Cheque to person/company stated above  for amount stated above  from PI  PII

Cheque no.

Signed: \_\_\_\_\_

Date:  /  /

For office use only. Do not write or staple in this area.