|  |  |
| --- | --- |
|  | **Student Plus Directorate**No Ref: |

**CLUBS AND SOCIETIES TRANSACTION AUTHORISATION FORM (TAF)**

|  |  |  |  |
| --- | --- | --- | --- |
| Club/Society Name: |  | Date: |  |
| Contact Name: |  | Tel No and Email: |  |

**\*As authorised officers of the club/society, we approve the expenditure as per the relevant section below\***

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Signed: |  |
| Print Name: |  | Print Name: |  |
| Position Held (Delete as appropriate) | Chairperson/Secretary/Treasuer | Position Held (Delete as appropriate) | Chairperson/Secretary/Treasurer |
| By signing this TAF, we confirm that we have no related interest in this purchase and that the purchase is wholly and appropriately for the benefit of our club/society. |

**\*Please fill in the section below, giving full details of the expenditure required\***

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Goods/Services: | Unit Cost exc VAT | Quantity | VAT Code |
|  | *inc currency, eg, £, $, €, etc)*  |  |  |

|  |  |  |
| --- | --- | --- |
| Supplier (name, address, email): | Additional Information (eg quotation reference, supplier contact, etc) | Total Cost (including vat) |
|  |  |  |

***Clubs and Societies Finance Office Use Only***

|  |  |  |  |
| --- | --- | --- | --- |
| Account Code | Project Code  | Sub-analysis Code | Product Code(orders and pcard only) |
|  |  |  |  |
| Pcard transaction |  | Purchase Order (Include Requisition number) |  |
| Request for Payment |  | Petty Cash(include petty cash voucher reference) |  |
| Signature of Finance Staff |  | Date processed on spreadsheet |  |

**GUIDELINES**

**A TAF MUST BE FILLED IN FOR ALL EXPENDITURE TRANSACTIONS – IT CANNOT BE ACCEPTED WITHOUT ALL DETAILS BEING COMPLETED AND MUST BE SIGNED BY TWO MEMBERS OF YOUR COMMITTEE**

Please complete all sections fully

A TAF must be completed for each separate transaction, e.g if you are going on a trip, bus hire, food expenses and accommodation costs must be submitted on three individual TAF’s.

Each TAF will be checked for completeness by a member of Finance Staff. This includes having proper supporting documentation, e.g receipts for Petty Cash expenses, price quotations/invoices or any other backup information available.

If complete the TAF will be stamped with a unique reference which you can use to track progress of your payment request.

The length of time to process a TAF will depend on the payment method used

* **Petty Cash** for transactions under £50 will be completed while you wait. \*
* **Credit Card** payments (online or by telephone) for transactions under £1500 will be completed while you wait.
* **Request for Payment** for individuals for spend above £50 will be processed by cheque and will be available for collection from the Finance Office within 2 weeks of the date. \*
* **Purchase Order** will take up to 2 weeks, or longer if the Company you are using is not already on the University’s supplier list. We will check this when you come in with your TAF and if the supplier is not a Queens supplier we will require you to complete a New Supplier Form (available from the finance office) before accepting the TAF.
* **NSP** is required for payment of professional services e.g speakers and coaches and payment will be made directly into their bank account by the Salaries Office. Please call in with the Finance Office to confirm if the individual to be paid has already filled in NSP forms if so all that is required is a completed TAF each time a payment is to be made to the individual. If not committee member must ensure NSP forms have been completed and returned to the Finance Office in advance of submitting a TAF for the first payment

\*if the payment is to refund a committee member the TAF must be signed by the other two committee members (you cannot sign for your own reimbursement)