



**THE UNIVERSITY OF THE THIRD AGE  
CRAWLEY**

Registered Charity N. 1029004

Folio Number .....  
For Treasurer's use

**Cheque Request**

A single cheque on each form please

|                                      |
|--------------------------------------|
| Event or other<br>Activity           |
| Date of the above                    |
| Payee                                |
| Amount                    £          |
| Cheque Number<br>For Treasurer's use |
| Cheque Date<br>For Treasurer's use   |

Reason for Payment. ( if necessary us the reverse of this form, ending with 'PTO' this side).

Please attach original till receipts or other documentation

Received by<sup>1</sup>: ..... date.....

Requested<sup>2</sup> by: ..... (signature)

Authorised<sup>3</sup> by: ..... (signature)

<sup>1</sup> Only used when this document is a receipt for payment (e.g. paying the speaker at an event)

<sup>2</sup> An appropriate Member of Crawley U3A, however different from the person authorising the payment

<sup>3</sup> The Treasurer or another Committee Member