**Club/Society Payments**

Payments come in all shapes and sizes and for student groups to ensure they are able to receive payment on time and other providers are able to receive payment from them on time finance procedures need to be followed.

You must have agreed to spend with the Activities staff BEFORE confirming any orders or spending any money via the Spending Approval Form online. If payment is not confirmed before spending, a claim back cannot be guaranteed

### **Payment Dates**

Invoices are usually processed by the Union fortnightly. Invoices need to be sent to activities@gre.ac.uk with details (including your group name and the below address) by Friday each week. Payments take at least a week to process, and are only made fortnightly.

Union billing address:
\*YOUR CLUB/SOC NAME\*
Greenwich Students Union
Dreadnought Building
30 Park Row
Greenwich, London
SE10 9LS

If your suppliers want confirmation from the Union they should contact activities@gre.ac.uk with details (including the order number provided by us) and we can confirm that payment will be made.

**Invoice Details**

* Date of invoice submission
* Name and address of company/individuals
* Contact email and number
* Invoice number
* Addressed to current member of staff or society with full name and address of GSU
* PO/customer number (if applicable)
* Full description of services with any associated dates/hours
* One of the followings: Company number/VAT number/ UTR number (for self-employed)
* Current bank details for the specific company or individual

### **Payment Methods**

For small costs (under £30) we can usually arrange for you to receive the money in cash, which will be left at the Activities Office under your name.

For amounts larger than £30 then the finance office will pay you via the BACS (electronic transfer) details provided. Electronic payments are processed fortnightly, with payments reaching bank accounts on alternate Fridays. If it has been more than two weeks since you handed the form in and the payment hasn't been made then please get in touch with details of the claim and we will chase up why the payment is late.

We prefer not to produce cheques as they entail higher bank charges and more staff time to produce, but can be produced on request, and you will be emailed to arrange collection of it from Activities Office.

**Paying in Money**

You can pay cash straight into your account, such as that collected through fundraising activities.

To do this, you just need to fill in a paying in form and hand it in with the cash to a activities staff member.

If the money is to be donated to an external charity, then please make this very clear on the paying in form and provide the details of the charity that the money is to be paid to.

