

CLUB INVOICE REQUEST FORM

Use this form when:

- You want to send an invoice to a Sponsor
- You want to send an invoice to a Customer

Please note, if you are sending an invoice to a sponsor:

- Attach the MONSU Sponsorship Agreement
- Please sign off any new sponsorship agreements with MONSU's Club Coordinator.

Club Name:	Club Code: C
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Details of the Company

Please state the correct details of the company that will be invoiced.

Name of Company/Person	Date:
Address:	Phone:
Attention to:	Mobile:
*Club Email:	Fax:

(*) Invoice will be sent back to the club. The club is then responsible for sending the invoice to the company.

What the Company will be invoiced for Club Treasurer to complete this section.				
Description	Income Code	Qty	Unit Price (\$)	Amount (\$)
	4-			
	4-			
	4-			
	4-			
	4-			
	4-			
			TOTAL:	\$

CLUB EXPENSE REIMBURSEMENT

Club Contact Form

Person Responsible

Name of Person Submitting Form:

Club:

Date Submitted

Contact Number:

Email Address:

Issues with Form

(Staff Only)

Issues with Form Submitted:

Other Notes:

Club Contacted of Issue?

Contact Notes:

Checked by (Staff Only):

Date: