



Finance Procedures for Clubs & Societies

Before you spend any money

- Check your budget
- Get a quote or screenshot
- Send to Student Activities team for approval
 - Wait for Purchase Order (PO) approval
- **✗** Don't spend your own money unless approved

How to Make a Purchase

1. Get a Quote (or price evidence)

Before anything can be ordered, you must send proof of the cost to the SU.

- **A supplier quote**

- Must be addressed to Worcester Students' Union (not the University)
- Should be a document (not a screenshot)

OR

- **A screenshot of an online basket** (for online purchases) and include a link if possible
- Send this to the Student Activities team

2. SU raises a Purchase Order (PO)

- The SU will review your request
- If approved, they will complete a PO
- This is processed by the Finance Office. **This can take up to 1 week, so plan ahead**

3. Payment

The SU will pay the supplier directly.

Invoice (bank transfer / BACS):

- Send the invoice to the SU team
- Payment will be made based on the invoice terms
- If no terms are listed, check with the SU team



Deposit/Pre Payment:

- Let the SU know if payment is needed in advance (e.g. deposit or full pre-payment)

Card Payment

- The SU will pay online using an SU card

4. Payment Timeline

- Payments are processed in a **weekly payment run**
- **Deadline:** Submit invoices/forms by **Thursday**
- **Payment run:** Friday
- **Money sent:** Wednesday the following week

⚠ We cannot make instant payments, so always allow enough time

5. Delivery

- Items will usually be delivered to the SU Welcome Desk
- You'll be told when they arrive and are ready to collect
- Please collect them as soon as possible (storage space is limited)

Reimbursements for Small Payments

- Only use reimbursements for small, low-cost purchases (e.g decorations, welcome fair freebies, food) where a Purchase Order is not possible
- **Any reimbursement over £50 must be approved by the SU BEFORE you spend the money.**
- If you don't get approval, your claim **may be rejected**, and you could have to cover the cost yourself.
- If you're unsure, contact the Student Activities team before buying anything over £50.

How to claim your money back:

1. Get a Withdrawal Form

- The Student Groups Withdrawal Form ("pink slip") must be obtained from SU Welcome Desk
- Or download it from the [Funding and Finance](#) page

2. Attach your "Itemised" Receipt

- You must provide proof of purchase (receipt or invoice)
- This must show what you bought (itemised) - not just the total amount

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Next Review: June 2027



3. Provide Bank Details (if needed)

- Complete a bank details form if:
 - This is your **first claim**, or
 - Your details have changed
- You only need to do this once
- Your details will be stored and then securely destroyed in line with GDPR
- **Make sure your bank details are correct** - incorrect details will delay your payment

4. Get Approval from your Committee

- Claims must be approved by:
 - Chair or Vice Chair Finance & Admin (VCFA)
- You cannot approve your own claim
- If the Chair is claiming, the VCFA must sign (and vice versa)
- All claims are checked by SU staff to ensure they follow budgets and SU rules.

5. Submit your forms

- Hand in your completed form(s), receipts, and signatures to the Welcome Desk

Payment timeline:

- Submitted → included in Friday payment run
- Payment received → Wednesday the following week

Claims will NOT be processed if:

- **There is no receipt or evidence**
- **Signatures are missing**
- **Forms are incomplete**

Paying In

Selling products or trips

All tickets, trips, and products (e.g. clothing) **must be sold through the SU website or Welcome Desk.**

This allows:

- Members to pay online or at the Welcome Desk
- Committees to track payments easily



- Set deadlines and limit numbers

You can request tickets for events to be set up through the [Event/Trip Request Form](#). For products, such as clothing, please email the SU Activities Team.

Bank transfer (BACS)

If someone needs to pay by bank transfer (e.g. external supplier or member):

- Let the Finance Office know in advance
- Use your club/society name as the payment reference

Bank details:

- Bank: Co-operative Bank
- Sort Code: 08-90-01
- Account No: 50091690

Cash

⚠ Cash is no longer accepted.

All payments must be made via the SU system or bank transfer.

💡 Which process should I use?

- Buying from a supplier → Purchase Order
- Small items (e.g. decorations) → Reimbursement
- Selling tickets/products → SU website