

**Club and Society Sponsorship Form**

Date: \_\_\_\_\_

Club/Society: \_\_\_\_\_

Club/Society Contact: \_\_\_\_\_ email: \_\_\_\_\_@ncl.ac.uk

Company Name: _____ Address: _____ _____ _____ _____	Contact Name _____ Contact Email _____ Contact Telephone _____
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**Invoice Details**

Order number: \_\_\_\_\_

*(For sponsorship from a Newcastle University department please request a PO number from the relevant department before submitting your sponsorship form)*

**Details and description of agreement:**

*(Please attach agreement/contract or email correspondence with form. If the sponsorship is to be invoiced in two or three instalments please include amounts and dates to be invoiced.)*

Authorised by AU/Activities Officer: _____	£ _____
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**Note:** When invoicing for sponsorship please be aware that the finance office will credit your account immediately. This DOES NOT mean we have received the funds from your sponsor. The Finance office will follow debt recovery procedure. All contracts must be adhered to as your sponsor may not pay. Also be aware if your sponsor ceased trading, finance will be unable to recover the funds and this will result in monies being withdrawn from your account. It is the club/societies responsibility to be pro-active in recovering payment of the sponsorship.