



Charitable Fund Expenditure Request Form

This form is to be used to request funding for goods and services from charitable funds. Where a purchase order is required this form must include the full details of the goods or services including the supplier name and address. The form will then be passed to Procurement to raise the purchase order and VAT Exempt Form (if appropriate).

FUND NO: _____ PURCHASE ORDER REQUIRED: Y / N

FUND NAME: _____

GOODS DELIVERY LOCATION (if appropriate) _____

DETAILS OF GOODS / SERVICES		£
Sub Total		
VAT		
Total		

Please ensure that supporting receipts and documents are attached.

PAYMENT/ORDER TO:	_____
ADDRESS:	_____ _____ _____
BANK DETAILS:	_____
NAME:	_____
ACCOUNT NO:	_____
SORT CODE:	_____

I declare that:-

- a) Any travelling expenses and subsistence allowance now claimed have been necessarily incurred by me on official business and are in accordance with the approved scales
- b) Sundry purchases are in accordance with the receipts attached.
- c) Expenditure meets the objects and purpose of the Charity.

Requested by (print name): _____ **Date:** _____

Signature: _____

Department: _____

Approved by (print name): _____ **Date** _____

Signature: _____ **Position:** _____

MUST be an authorised fund signatory

Finance Use:		
Cost Centre:	Account Code:	£:

Please read Terms and Conditions for use of Charitable Funds on reverse of this form

Terms & Conditions For Use of Charitable Funds

- * ALL expenditure must be in accordance with the objects and purpose of the Charity
 - Patient welfare/comforts/hospitality/education
 - Staff welfare/training/education/hospitality
 - Fundraising expenses
 - Research & development
 - Medical & surgical equipment (not provided by the NHS as part of its core business)
- * ALL expenditure must be signed for by the authorised fund manager
- * ALL expenditure must be supported by receipts or other documents covering the full cost of the claim.
- * Petty cash may be used to reimburse claims up to £50.00. Any value over £50.00 to be reimbursed by cheque/BACS.
- * Charitable Funds may not be used to pay for individual gifts such as:
 - Christmas, birthday and leaving gifts. There may be a potential tax consequence for the individual concerned.
- * The purchase of alcohol is not permitted.
- * Authorised Signatory Limits:

Expenditure Authorisation Limits (i.e. authority to disburse charitable funds already raised)

Up to £10,000	Fund manager/Finance department (minimum of 2 signatories required, 1 of which must be a designated fund holder. The fund manager must be made aware of all expenditure prior to such expenditure being incurred).
£10,001 to £100,000	Director of Finance
£100,001 to £500,000	Charitable Fund Committee
£500,001 +	Corporate Trustee

- * Should you require any general advice/information regarding charitable funds please contact:

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