

## **Gaining sponsorship or receiving money from external companies**

If you have been in contact with companies to sponsor your student group, or a company has contacted you wishing to donate to your group, before sending this off to the Finance Team.

We have to address an invoice to that company, therefore you'll need to determine who the invoice should be addressed to and the person's/company's contact details. You need:

- **who the invoice should be addressed to**
- what the **company's contact details** including phone number and email address
- the company's **physical address**
- **the amount** they are paying you
- **what the invoice is for** with a date if relevant (why are they paying you?)

Once you have this information, send this to the [Finance Team](#) and they will then send an invoice to the company.

**We will send the invoice directly to the company at the email address you provide, so make sure this is correct.**

Once the company pays the invoice, the money will be deposited into your subs accounts for you to spend.

**Make sure you also send over your contract with this external company or person to us before signing anything!**