

Paying out money (external companies)

To pay an external company for their product or the use of their facilities/venue, the general rule is to use an invoice.

An invoice is a bill for what you have purchased. It will contain the products or services you are buying, the total cost of the order and the bank and contact details of the company you are buying from.

The reason an invoice is used for paying external companies is often because the payment amount is quite large, and often comes alongside a contract for that payment. It takes away any risks associated to students paying external companies themselves.

To pay a company externally, follow these steps:

- Contact the company you want to purchase from and get an invoice (a bill) for what you want to purchase.
- Presidents, Secretaries and Treasurers each need to send an email to su.accounts@uea.ac.uk with the invoice attached. The email needs to give authorisation to pay the invoice.
 - EXAMPLE email subject line: Dance + £230 + Hoodies
 - EXAMPLE email body: As [committee position] of [club or soc] I authorise payment of the attached invoice for £230 to [company] for our hoodies.
- Once su.accounts@uea.ac.uk has received all three committee authorisations, the invoice will be sent over to finance **to be paid within in 7 – 10 days.**
- **If this is not enough time, you can pay the invoice yourself and raise a claim on the app where you will need to attach proof of payment (e.g. a bank statement). Then you will be reimbursed into your bank account.**