

CONFIRMATION OF BOOKING FOR BUS CHARTER

PF702

Complete this form and upload when confirming a booking with Belbaker

- Part A - Customer to complete
- Part B – Office use only: Departmental Finance Officer to complete

PART A – Customer			
School/Faculty/Division Name		Campus	
Staff Name			
Telephone		Mobile	
Email			
Group Name		Date of Charter	
Belbaker Quote No.		Amount	
Purpose of Bus Charter			

Authorisation of Expenditure

I certify that: The above services are required and are a legitimate charge to the Business Unit Number specified.

Print Name:

Signature: Date:

PART B – Office use only						
Contact/Name		Phone		Email		
Purpose of Bus Charter						
Enter Chartfield (The cost of the charter will be recovered via journal using the below chartfields)						
Operational Unit	Site	Fund Code	Function	Expense Account	Project ID	Free Form Tag
Operational Unit	Site	Fund Code	Function	Expense Account	Project ID	Free Form Tag
Budget Holder Name				Charge Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Delegate						
Signature				Date		