**How to process payments**

Last updated: 6th March 2020

**Payment Requests**

*To process a payment request, so whether it is for travel for yourself, expenses or processing a payment for a society…*

* You use the Payment Request Form or Staff Expenses Form which is available on the shared drive under Finance and also on the staff section of the website.
* You need to fill the full request out, including the cost code required. This list can also be found in the Finance folder, called Cost Codes 2019-20.
* You need to then print out any receipts or evidence, and put that on the bottom blue tray in the MO office
* I will then sign it (or send it back if any issues), and send it to Kiran
* Kiran will scan in this form, and save as ‘YYMMDD description’, with YYMMDD being the day month and year the form is being processed by Kiran
* Kiran will update this information on Xero, and send to Uni Finance to be paid

**Payment Deposits**

*To process a payment deposit, so if a society wants to drop off cash after a fundraiser or if it wants to submit a payment directly to our bank account*

* Cash should be deposited with Kiran. If a society wishes to deposit cash, they should make an appointment with her to do so. **You should not under any circumstances take cash from a society if you are not Kiran!**
* You use the Payment Deposit Form which is available on the shared drive under Finance and also on the staff section of the website.
* The society needs to fill the full request out, including the cost code required. This list can also be found in the Finance folder, called Cost Codes 2019-20.
* Both the person depositing and Kiran need to sign this form
* Kiran will make a copy of it as a receipt for the person depositing cash or sending payments to the account
* Kiran will deposit the cash with the cash office