

**Imperial College Union
Internal Charging Form**
Proposed by Christian Carter (DPFS)

Background:

The Union used to make use of Internal Charging Forms known as "Contra", these have since been abolished and an online form was implemented last year. The online form proved to be ineffective and has now been removed. No set method of making transfers has been proposed since making life difficult for the Club Officers.

Exec Notes:

1. The Union does not have a standardised Internal Charging Form for Clubs and Societies.
2. Currently transfers are sent by email to the DPFS or the Clubs and Societies Finance officer.
3. The Union would benefit from an online system for Internal Charging but recognizes it is important to employ a standardised method of transferring money until such time an online system is implemented
4. A Standardised form would speed up the process of inputting transfers on the finance system.
5. That such forms should be readily available in the SAC as well as available as .pdf format for downloading from imperialcollegeunion.org/forms

Decisions required:

To approve the proposed form and accept it as the standard method of making Internal Transfers.