



These guidelines relate to the use of the UCD Societies Council credit card and bank account for online payments, purchases and transfers. This function is managed by the Societies Officer.

To access this function, the Auditor of the Society must complete the '**Payment Request Form**' (available from the [Members section of the UCD Societies Website](#)) should email the Societies Officer outlining the following:

- a) Brief outline of payment to be made
  - b) Date payment to be made
  - c) Amount to be paid (€)
  - d) Payee account details (A/C Name, Bank Address, IBAN, BIC)
- 
- In the case of an online transfer, societies should be aware that any records on bank statements for the accounts of payees will list 'UCD Societies Council' as the source.
  - In the case of a credit card payment for travel etc, this may have to be managed in person with the Auditor and Societies Officer present. Please note that no credit card payments can be made where the card itself needs to be presented.
  - In order for the payment to be processed, a cheque for the full amount must be presented to the Societies Officer, made payable to 'UCD Societies Council', authorised by the relevant signatories.
  - Where the amount being paid is payable to the society through means of a Special Grant or Capital Grant, this will be managed internally and no cheque payment is necessary, other than in the case of a difference between the amount payable and the grant awarded.
  - Appropriate corroborating information must be presented at the time of processing, including any relevant invoice.
  - Please give as much advance notice as is possible, and particularly where significant payments are due. An absolute minimum of 48 hours notice via email should be provided to facilitate any online payment. In particular, urgent or time critical payments should not be left until the last minute, as, depending on the amounts, dates and times involved, it may be necessary to arrange extra resources or authorisation for transfers and payments.

*For further information please contact the Societies Officer.*