



Galenicals Invoice Checklist

- Supplier name
- Supplier address
- Customer name (your student group or Bristol SU)

Customer address:

(all invoices should be addressed to:

- Bristol SU, not the University of Bristol).

Correct Address to Use: ***Galenicals, Bristol SU, Richmond Building, 105 Queens Rd, Clifton, Bristol, BS8 1LN***

- Details of purchase/service
- Total (Subtotal if more than one item is applied)
- Bank details
- Contact information/additional instructions (if applicable)
- VAT registration number (if applicable)

- Before you send an invoice to the Treasurer, please check that the invoice has the aforementioned details.
- If the invoice does not have all of this information on it, please contact the company, requesting for the invoice to be changed.
- ***If the invoice is incorrect, the SU will not accept it and it will not get paid. Checking an invoice is your responsibility and failing to do so will delay payment***
- Please note, ***it takes 5-10 working days for an invoice to be paid*** once it has been sent to the SU.
- Once the invoice has been approved by the Treasurer, it will be sent to the SU straight away.