# ALL SAINTS' CHURCH EXPENSE CLAIM / PAYMENT FORM

(Draft v2 -Oct08)

| Date incurred | Details of expenditure | Receipt or Invoice attached? | Amount £ |
|---|---|---|---|
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| | | | |
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| | | | |
| | | | |
| | | | |
| | | **TOTAL:** | |

Your name: Tel:

Signed: Date:

Please make cheque payable to:
(if different from your name above)

Send cheque to:
(mailing address)

If blank it will be sent to you via the All Saints' Church Pigeon Hole system.

Any special instructions:

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Please send this completed form with all supporting receipts or invoices to the All Saints' Treasurer. The Treasurer may require approval of expenditure from the clergy, DCC or PCC prior to making any payment.

Please keep a copy for your own records if you wish. Further copies of this form can be printed out from the Parish Website: www.stnicholasharpenden.org.uk/forms