

REQUEST FOR REPAYMENT OF COSTS INCURRED
Please complete using BLOCK CAPITALS

Name.....Phone

Address.....

Amount claimed £..... Receipt attached? Yes/No

Details of item(s) to be reimbursed

What was bought?

For what purpose?

.....

Cheque payable to
(if under £20, cash can be paid)

FOR CHURCH OFFICE USE ONLY

Date of request..... Passed by.....

Cheque number..... Code.....

Computer ID..... Date entered.....