

**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.....