

Society Expense Claim Form

Finance office use only

Activities Zone

Brief description of the claim

Total £

Please refund me in cash for the attached receipts
Cash received by -----

Tick

Please refund me by bank transfer for the attached receipts

Account name	A/C Number	Sort Code
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Tick

Please pay the attached invoice

Tick

Please charge to the following expense codes (See code choices overleaf)

Primary or Secondary	<input type="checkbox"/>	Code	<input type="text"/>	Amount £	<input type="text"/>
Primary or Secondary	<input type="checkbox"/>	Code	<input type="text"/>	Amount £	<input type="text"/>

Primary account expenditure requires all four signatures. Secondary account expenditure requires the first two.