

POYNTON BAPTIST CHURCH
EXPENSE CLAIM FORM

Make payment to: _____ (Print name)

Signed:

Date	Expense Details Please attach all receipts	Amount £
TOTAL		

Payment authorised by Budget Holder **or** Treasurer **or** Administrator

Print Name: _____

Signature: _____

PAYMENT WILL BE MADE BY BANK TRANSFER

- either: () I have already given my bank details to the church office
 or: () account name.....
 sort code.....
 account number.....

If payment by bank transfer would not be possible, please speak to either Lori or Margaret at the church office.

Please leave completed form in Treasurer's pigeon hole.