

SOAR VALLEY ARCHERS

Expenses Claim Form

To be used to claim back monies incurred on behalf of Soar Valley Archers. Purchases must only be made with the prior agreement of the committee. All claims need to be authorised by the club officials i.e Chairman, Secretary, Treasurer.

All purchases need to be accompanied with a receipt.

Name:
Date:
Details of purchase:
Authorised by: (Chair, Secretary, Treasurer) delete as applicable
Receipt presented: YES/NO Reimbursed by CASH/CHEQUE

Signed:

(Treasurer)