



RECEIPTS*					FINANCE TEAM ONLY	
Supplier	Date	Amount	Cathedral Organisation (If Appropriate)	Reason for Expense	Fund	Code
		£			General/Fabric/	
		£			General/Fabric/	
		£			General/Fabric/	
		£			General/Fabric/	
		£			General/Fabric/	
		£			General/Fabric/	
		£			General/Fabric/	
		£			General/Fabric/	
		£			General/Fabric/	
		£			General/Fabric/	
		£			General/Fabric/	
		£			General/Fabric/	
Total**						

Payment Details:			
Name:	For payment by Bank Transfer:		BACS Date or Cheque No.
	Sort Code		
	Account No		My Fund Accounting Audit No
Claimant's Signature		Date of Claim	

Authorisation		
**Expenditure over £150 must be authorised by a Trustee or Committee Chair other than the claimant		
Authoriser's Signature	Authoriser's Name	Date Authorised

*Please attach receipts and return form to Treasurer.