Wivenhoe Sailing Club Expenses Claim Form	**Name**	**Month**

Item	Date Purchased	Description	Supplier	Amount £ £ : p p
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
			Total of claim	

Signed		**Date of Committee approval (if applicable)**
Authorised (GC member, if over £50)		

Payee Bank Account (BACS) preferred	**Bank Account Number**	**Sort Code**
Payee (Cheque)	**Address**	**Postcode**

This form is to be completed by all WSC members who have purchased goods or services on behalf of the club from their own funds and wish to reclaim the cost.
Either a paper form can be completed; blanks are kept in the Treasurers pigeon hole - or an electronic copy can be emailed to thetreasurerwsc@gmail.com
In all cases supporting receipts or invoices must be attached or scanned into the email.
It would reduce workload if only one claim per month is made, but if expensive items are purchased or reimbursement is urgent, please let the Treasurer know.
All claims need to be approved by an appropriate GC member before submitting. A copied-in email and subsequent response is sufficient for electronic claims

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