

Expenditure				
Date	Description	Quantity	Price Each	Cost
Cheque payable to:			Total	
	Print Name	Signature		
Requested by:				
Authorised 1: (GL/committee)				
Authorised 2: (committee)				
Requests should be authorised by 2 Committee members; except that requests from groups should be authorised by the group leader (or another group member if the cheque is payable to the leader) and 1 Committee member. You may not authorise your own claim.				