

All expenditure should be pre-approved by the relevant Budget Holder. (Details on the website or from the Church Office.)

Please complete the details below, attach all receipts and either pass to the Budget Holder for authorisation or attach an email with the authorisation.

Unapproved expenditure will not be reimbursed.

In submitting this request I confirm that the expenditure has been incurred wholly for the benefit of St Paul's Church and with budget holder authorisation.

Name:

Date:

Signature:

Payee details for online payments: Sort Code: Account Number: Account Name:
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Date	Details of Expenditure	Receipt Attached?	Amount £
TOTAL			£

Budget Details	
Budget Name or Code	Budget Holder Signature or tick (email attached)