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| Exmouth United FC |

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**EXPENSES REQUEST FORM**

**Manager Name/Team:**

**Bank Details**

|  |  |
| --- | --- |
| Bank Name |  |
| Account Name |  |
| Account No. |  |
| Sort Code |  |

**Date of Request:**

|  |  |  |
| --- | --- | --- |
| **DATE** | **DESCRIPTION** | **AMOUNT** |
|   |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
| **TOTAL AMOUNT DUE** | **£** |
| **All expenses forms must be emailed to the club secretary and club treasurer for co-signing and paying.** |
| **Authorised/Signed by** |  | **Date** |
| **Club Secretary** |  |  |
| **Club Treasurer** |  |  |

**NB All requests must accompany receipts/invoices.**

**(Screen grab of electronic payments is acceptable and should be added below)**