Kings Hill Football Club

Expenses Claim

Name		Team	Under _____	Date	

Date	Full Particulars Of Expenditure		Rec't No.	Total £	pence		Kit	Equipment	Trophies	Training	Activities & Trips	Misc	
		TOTAL PAYABLE £		-			-	-	-	-	-	-	
		NET £		-									

Payment made for above on : _____

Cheque Nr : _____ dated _____

IMPORTANT:
1. Once completed forward to KHFC Treasurer for payment
2. Receipts for all expenditure must be obtained (where practical)
3. Individually number each receipt and attach in the same order

Signature _____

Treasurer _____

EXPENSES NOT FULLY COMPLETED AND ANALYSED MAY BE RETURNED AND PAYMENT DELAYED