

# Dorking Swimming Club

## Request for Payment

Request for payment of expenses incurred			
Date	Reason for Expense	£	Receipt attached [Y/N]

Cheque  or Credit Transfer  Total sum claimed £

Please indicate payment preference above. A credit transfer to your bank account is the Club's preferred method of reimbursement. Complete your bank information (if not already known to the Treasurer). Cheques will be made out to name provided below

Send completed forms to the The Treasurer, Julian Steed, Cover Point, Old Road, Buckland, Betchworth, Surrey, RH3 7DU with supporting receipts attached to the back of the form.

Details for credit transfer of personal expenses	
Bank Name	
Sort Code	- -
Account No	
Account Name	

Request for Bank Credit Transfer / Cheque to Supplier *			
Supplier / Payee for cheque			
Reason			
Invoice number		Date of invoice	
Include original invoice with form		Total (including VAT)	£
Supplier's Bank Details			
Supplier's Bank			
Sort Code	- -	Account Number	

\*Delete as applicable

Name: ..... (please print)

Date ..... Signature .....

Treasurer's use only			
Credit transfer date		Credit Transfer Reference	
Cheque number / date			