

MAGDALEN COLLEGE

COMBINED CLUBS' FUND EXPENSES FORM

Name of Club or Society:.....

Person submitting claim (print):.....
(must be an officer of the club or society)

Signature and date:.....

Person to be reimbursed (if different):.....

Receipts must be stapled to the back of this form. If a receipt shows items not being claimed for, the items relevant to the claim should be marked. If no receipt is available, reimbursement will be at the discretion of the Treasurer of the CCF and in any case a second signature is needed to confirm the expense was incurred. **Claims that exceed the available club or society budget, or are for items not covered by a CCF grant, may be rejected.**

Please return this form with receipts attached to the Home Bursary, 1st floor, Longwall Quad I or email home.bursary@magd.ox.ac.uk

Details of Expenditure:

Item(s)

Amount(s) claimed

Total amount being claimed: £.....

Reimbursement approved by Treasurer of CCF, signed:.....

PAYMENT

Payment will be paid by Batells Credit unless a BACS payment is requested. For a BACS payment, please provide bank details below as payment will be made direct to your bank account. Cheques are not issued.

Account name:.....

Account number:.....

Sort Code:.....-.....-.....