

DCSA RECEIPT

If you make any payment for which you do not receive any receipt, please fill in this form, staple it to your reimbursement claim and place it in the treasurer's box, which you can ask for at the porters' lodge, or in my pigeon hole.

PAYEE INFORMATION (person who received money)

FULL NAME:

ORGANISATION:

E-MAIL/PHONE#:

PAYER INFORMATION (person who payed money)

FULL NAME:

E-MAIL/CSRID:

PAYED AMOUNT:

REASON:

.....

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DATE:

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SIGNATURE PAYEE

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SIGNATURE PAYER