

DCSA INVOICE PAYMENT FORM

To ask for *payment of an invoice by the DCSA*, please fill in this form, securely attach (staple) the relevant invoice(s), and place in the treasurer's box which you can ask for at the porters' lodge.

• NAME:

• EMAIL ADDRESS:

• NAME OF CLUB OR SOCIETY:

• CHEQUE FOR INVOICE PAYABLE TO:

• DETAILS OF EXPENSES *including name of corresponding budget item(s)*:

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• TOTAL INVOICE AMOUNT in numbers *and* words (e.g., £30, thirty pounds):

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DATE

SIGNATURE