

The Parish of St. Mary the Virgin, Welwyn



EXPENSE FORM

***Please submit expenses within one month of incurring them.
Please attach a receipt for each item of expenditure.***

Your Name	
Telephone Number and Email address	

Date	Description of Expenditure	Action Group / Church Activity	Amount £
TOTAL			

Bank transfer details:	Please contact Maggie Varco to give these details by phone if you would prefer not to include them on this form. Account name: Sort code: Account number:
-------------------------------	--

The items have been received/the work completed. Please make this payment.

Signed.....

Date:.....

Form can be put in an envelope in the 'V' pigeon hole or sent via email.

Maggie Varco, St. Mary's Church Treasurer
 Email: margaret.varco@btinternet.com
 Phone: 01438 715450