



<p><i>Office Use Only</i>  <i>Cheque No:</i>  <i>Amount:</i>  <i>Signed by (&amp;date):</i></p> <p style="text-align: right;"><i>Senior Treasurer</i></p> <p style="text-align: right;"><i>Junior Treasurer</i></p>
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# ACG REIMBURSEMENT FORM

**DCAC/JCR TREASURER:** Matt Halford  
([treasurer@downingjcr.co.uk](mailto:treasurer@downingjcr.co.uk))

<b>Society/Club Name:</b>	
<b>Society/Club President/Captain:</b>	<b>Email:</b>
<b>Society/Club Treasurer: (optional)</b>	<b>Email:</b>
<b>Cheque payable to:</b>	
<b>Amount to be paid:</b>	
<b>Itemised list of costs with short descriptions:</b>	
1.	£
2.	£
3.	£
4.	£
5.	£
6.	£
7.	£
<i>(don't forget to attach the receipts!)</i>	
<b>Reasoning for items:</b>	
<b>Signature of Budget Holder (normally President/Captain):</b>	<i>(Approved by DCAC Junior Treasurer)</i>
Please note that any application for reimbursement <b>must be accompanied by a receipt</b> (or invoice), preferably itemised, otherwise applications will be unsuccessful.	
Applications will be dealt with as quickly as possible. To help this, please fill in all sections of this form in as much detail as possible, to avoid resubmissions or querying.	

**Return to DCAC/JCR Treasurer: Matt Halford**