

**PARISH OF ST GLUVIAS WITH PENRYN
EXPENSES CLAIM | BUSINESS CARD PURCHASE**

Please: (i) Attach receipt/s for every claim or purchase. (ii) State purpose

Claimant: _____ **Date:** _____
CAPITALS PLEASE DD/MM/YYYY

Item Description	Budget C.Centre	£-----pp
Purpose:	TOTAL	

I certify that these expenses/purchases have been incurred wholly and solely in respect of the mission and work of the Parish of St Gluvias with Penryn:

Signed _____
(Claimant) *SIGNATURE*

Authorised by _____
(Budget Holder) *SIGNATURE* **PRINT NAME**

Treasurer: Nom:	Fund: GENERAL / HALL / OTHER
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St Gluvias Financial Procedures: Expenses

1. Claiming an expense made at your expense

Any expense must have the previous approval of the Budget Holder, the PCC or the Hall Management Group.

For every expense incurred and claimed:

1. Complete the form overleaf for the full amount of the claim
2. Attach the receipt/s or a receipted invoice to the form
3. Sign and pass to the Treasurer for repayment.

No expense must ever be deducted from takings. A receipt for every expense and a cash slip for full takings must all be presented to account fully for each.

2. Using a Business Master Card at PCC liability

Note that this card is a DEBIT card and any purchase made is deducted immediately from the current account with CAF Bank [GENERAL account or HALL account].

The debt is immediate with no 'grace' period of any length.

So every intended purchase and amount **must** have the previous approval of **both** the Treasurer and the Budget Holder, the PCC or the Hall Management Group.

Purchase made with a Parish Business Master Card [GENERAL account or HALL account]:

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