THE MARLOW PLAYERS



www.marlowplayers.org.uk Expense Form

Expenses incurred on behalf of the Players are normally required to have this form and a receipt from your supplier(s). This will ensure we can account and track for our expenditure across our production and the whole financial year.

- Please print off this form and send to the Treasurer, address below.
- Please include your receipt(s) and invoices
- Please ensure sign the form!

Members Name		Date of Claim	
DATE	PURPOSE/GOODS BOUGHT	CODE	AMOUNT
		TOTAL	
		IOIAL	

<u>Codes:</u> **AP-** Autumn Production **SP -** Spring Production **ST-** Studio **AD-** Admin/stationery **TH-** Theatre Trip **BL-** Les Baladins visit to Marlow **MY-** Visit to Les Baladins in Marly **MI-** Misc

This expense has been incurred wholly and exclusively for the The Marlow Players.

Member's signature ______
Approved

Please send to

Brian Couling The Marlow Players, 21 Gossmore Walk, Marlow, Bucks. SL7 1QZ Treasurers Use
Date Paid
Cheque Number
Tracking Sheet