

# 7th Ringwood Scout Group

Web: [www.ringwoodscouts.org.au](http://www.ringwoodscouts.org.au)

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P.O. Box 470

Ringwood, Vic, 3134



## Expenses Claim

To Group Leader

Date: / /

Name: \_\_\_\_\_

Position Held At 7R \_\_\_\_\_

Please pay me by (circle one):  
CHEQUE in my name  
or EFT (to my account below)

*My EFT Bank Account is (please ensure details are correct):*

*My Bank is:* \_\_\_\_\_ *My A/C name is* \_\_\_\_\_

*My BSB is* \_\_\_\_\_ *My Account Number is* \_\_\_\_\_

Description	Account #	Amount

# Committee use

Total Funds Claimed \$ \_\_\_\_\_

Receipts MUST be attached to this Expense Claim. All claims must relate to the activities of 7th Ringwood and not be for personal use. Please sign this form before submitting it.

I understand that payments made by EFT will be to my account stated above. I confirm that these details are correct and understand that 7th Ringwood is not responsible for any loss if my account details are incorrect.

Signature of Claimant: \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name)

Approved: \_\_\_\_\_ (GL) EFT Payment Entered \_\_\_\_\_