

PAYMENT REQUEST*

Please fill in the form in BLOCK LETTERS, attach invoice and put it all in the "Treasurer's Box" which is on the right hand side from the window at the porters' lodge.

YOUR NAME: _____

EMAIL: _____

NAME OF DCSA CLUB:

NAME OF COMPANY/FULL NAME OF PERSON:

DETAILS OF EXPENSES:

TOTAL AMOUNT TO BE PAID (in £ and words, e.g. £30, thirty pounds):

DATE: _____ **SIGNATURE:** _____

*** To be used when you have an invoice from a company and want DCSA to send a cheque directly to the company.**