

DCSA RECEIPT*

Please fill in the form in BLOCK LETTERS and put with "Request for reimbursement" form in the "Treasurer's Box" which is on the right hand side from the window at the porters' lodge.

TO BE FILLED BY THE PERSON MAKING THE PAYMENT:

Date: _____

Nature of payment:

Paid by (printed name): _____

Amount paid (in £): _____

Signature: _____

TO BE FILLED BY THE PERSON RECEIVING THE CASH:

Received by (printed name): _____

Amount received (in £ and words, e.g. £30, thirty pounds):

Postal address: _____

Email address: _____

Signature: _____

* To be used when you pay to a person in cash and cannot get a formal receipt.