

## Expense Claim Form

Name:

Activity:

Cheque Requisition No.  
(Office use only)

Date:

Cheque No.  
(Office use only)

Direct Credit No. BSB:

Account Name:

Account No:

Date	Particulars	MYOB GL Code	Charge (Ex- GST)	GST	Total (including GST)
	<b>Totals</b>				<b>\$</b>

Signature:

Position:

Please attach receipts and return to: [treasurer@gardenclubs.org.au](mailto:treasurer@gardenclubs.org.au)

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		Approver's Signature:	FC

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