MCR-RF1

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| --- | --- | --- |
| Name:  | Sort Code:  | Account Number:   |
| Please circle: MCR Committee / MCR member / MCR Associate / Other  | Specify committee position or ‘Other’:  |
| If you are not MCR Committee, please give the name and position of authorising committee member:   | (For the Treasurer) Authorised? Yes No  |
| Budget(s) Utilized:   | Name of event(s):  | Date(s) of event(s):   |
| Brief description of what the items were used for, any changes to the receipt, and other relevant information:  |
| Name of product  | Place of purchase  | On receipt? | Cost (£) |
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|  | Check if Refunding Printing Costs? |  | Total Printing Costs (£): |  |
|  |  | Total Request (£):  |  |
|  |  | Receipt attached? Yes No  |
| If no receipt is attached, please give details:  |
| Claimant signature: | Date:  |

**For the Treasurer:**

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| **Reimbursed: Yes No**  | **Amount reimbursed (£):**  | **Reference:**  |
| **Any other details, including reasons if the full amount was not reimbursed, if any payment was advanced etc. :**  |
| **Treasurer signature:**  | **Date:**  |

Further Guidance:

* To ensure accountability, submit reimbursements weekly not termly. This is essential for keeping the MCR budget adjusted.
* If the claimant is not a committee member, please note the name of the committee member that approved the spending: this could be a welfare officer if it is baking for welfare tea, a committee member asking a helper to shop for an event, or the Treasurer if it is VacFund. The Treasurer will confirm the amounts with committee members mentioned before reimbursing.
* Keep receipts separate from your regular shopping.
* You must *print and attach* all original receipts, invoices, or bills to this form. Copies of such will also be accepted.
* If you are claiming only a partial number of the items on the receipt, or if you would like to claim what you think is a fair share of those items (if you bought a bag of flour to bake with but you will only use some of it for Welfare Tea baking) please note in the details and make obvious on the receipt.
* If items are for more than one event or budget, please note this.

Pictures of receipts: