

EXPENDITURE FORM PROCESS

If you want to purchase an item or service using the money **given to you** by the TMO or would like to get **reimbursed** for an purchase you made on behalf of the TMO then please follow these three steps:

1. Person making the purchase fills in all the section of the 'Expense Form' (needs to be filled in for all expenses).
2. Collect the Money (Envelope provided; use the envelope to put receipts and invoices inside).
3. Return the envelope provide with a proof of payments (receipt or invoice only) and the correct change within one week of money collection.

→ In order to reconcile the expense, The TMO requires a proof of payment in the form of a receipt or an invoice as part of the financial policy. Failure to do so will subject the TMO to scrutiny (i.e. Southwark Council, Company House, Auditor).

→ All expenses made must be reconciled by the person who make the purchase (collected the money) with the TMO within one week as part of the financial policy.

→ If you do lose your receipt or invoice or the money then you may be liable for the expense incurred.

EXPENSE FORM

1. From which budget you would like to make this purchase/payment?

- Social Group
- Garden Group
- Board (monthly meeting, AGM, etc.)
- Repairs & Maintenance (RR/Cleaning/CR/LR/GM) + Block name
- VOID
- Office
- Other (please describe below)

2. Describe items or services you are acquiring:

3. Provide amount necessary to obtain goods (including VAT): £ _____

4. Payment Type:

- Money Collected in Advance from the TMO
- On line banking (BACS) (provide bank details below)
- Petty Cash

5. Additional Comments:

You
Print Name: _____
Date: _____
Sign: _____

Approved By
Print Name: _____
Date: _____
Sign: _____