Property Services - Clergy Claim Form

Minor Repairs/ Decorating Materials Reimbursement Scheme

Send completed forms to Property Services, Diocesan House, 109 Dereham Rd, Easton NR9 5ES

|  |  |
| --- | --- |
| **Name:**  | **Date:**  |
| **Property Address:**  |  |
| **House code:** **(office use only)**  |  |

Payment details – *Please reimburse me by BACS to:*

|  |
| --- |
|  |
| **Account No:**  |
| **Sort Code:** |
| **Account Name:** |

Minor Repair Claim

Total claim should not exceed £200 in one year and no repair should cost more than £75 without prior approval. Please attach all paid receipts to this claim form.

|  |  |  |
| --- | --- | --- |
| **Date** | **Type of Repair** | **Cost (£)** |
|  |  |  |
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|  |  |  |
|  |  |  |

**Decorating Materials Claim**

Total claim should not exceed £120 in one year. Please attach all paid receipts to this claim form.

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| --- | --- | --- |
| **Date** | Materials used & Rooms painted | **Cost (£)** |
|  |  |  |

**Office use only**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Initials  | Date | Nominal A/C. ***121 / 5045*** |
| Calculations and additionschecked by claimant |  |  | Supplier A/C No.  |
| Authorised by appropriate officer (budget holder) |  |  | Journal No. | Date: |
| Approved for processing (Finance Department) |  |  | Chq No.  | Date: |