

DECLARATION FORM

FOR **BRANCH** finances

This form is to be used to declare costs that have been made by members in behalf of Priesthood and Auxiliary Organizations.

Personal information:

Name:
Address:
Postal code: Place:
BIC/SWIFT code: IBAN Account nr.:
E-mail address
In name of:

Date:
Concerns: (activity e/o period)
Organization:
Payment reference:

Signature

AMOUNTS TO DECLARE

Declaration

Advance

Invoice

Name Organization/Company	Description:	Amount in €
		Total in Euro's*

This form needs to be filled in completely and **supplied with the original bills and/or receipts (attached to the right backside of form)**. Use only one form per organization. This must be signed (right top) by both yourself and by the President of the Organization. Also have the Branch President sign the form. **Incomplete forms, and/or declarations without receipts, will not be paid out, unless you have consulted with, and have approval from the Branch President.** Hand the form over to the Branch Clerk.

Approval Pres. of Organization:	Not to be filled in, reserved for administration.		
	Received (date):	Fund/Category:	Membership number:
Approval Branch President:	Date entered in MLS	Clerk signature	