

# 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: .....	Signature
Concerns: ..... (activity e/o period)	
Organization: .....	
Payment reference: .....	

<b>AMOUNTS TO DECLARE</b>			<input type="checkbox"/> Declaration	<input type="checkbox"/> Advance	<input type="checkbox"/> Invoice
Name Organization/Company	Description:	Amount in €			
<b>Total in Euro's</b>					

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