

DECLARATION FORM

FOR WARD 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:

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 Bishop 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 Bishop.

Hand the form over to the Ward Clerk.

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