**SDF EXPENDITURE CLAIM FORM** (OCT 2016) www.lough-agency.org

ORGANISATION:

PROJECT NAME:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ELIGIBLE ITEMS** | | | **INVOICE NUMBER** | **INVOICE DESCRIPTION** | | | **SUPPLIER NAME** | | **CHEQUE NUMBER** | **NETT INVOICE AMOUNT** | | **VAT AMOUNT** | | | **GROSS INVOICE AMOUNT** | **FOR OFFICE USE ONLY** | |
| ***Refer to Letter of Offer*** | | | ***Please see Note below*** | **PAYMENT** | |
|  | | |  |  | | |  | |  |  | |  | | |  |  | |
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| **TOTAL EXPENDITURE** | | | | | | | | | |  | |  | | |  |  | |
| **NOTES** |  | | | | | | | | | | | | | | | | |
|  | Please attach all **original** invoices, bank statements, quotations and tenders. (*Originals will be returned to you*) | | | | | | | | | | **OFFICE USE ONLY**  **LOUGHS AGENCY**  **GRANT AID PROGRAMME** | | | | | | |
| I declare that the above expenditure has been incurred, I have complied with all the condition of the grant set out in the Letter of Offer (and all other correspondence) and that the information on this form is correct to the best of my knowledge and belief.  VAT STATUS  YES/NO  I can claim back VAT | | | | | | | | | | | **PAY** | | **£** | | | | **€** |
| **PROJECT OFFICER SIGNATURE** | |  | | | | |
| **SIGNATURE:** | |  | | | | **DATE:** | |  | |  | **DATE** | |  | | | | |
|  | | | | | | | | | | |  | |  | | | | |
| **PRINT NAME**: | |  | | | **OFFICE HELD IN GROUP (CHAIR, VICE-CHAIR, SEC, TREAS, COMMITTEE):** | | | | | | | | |  | | | |

**ANY QUERIES ON THE COMPLETION OF THIS FORM PLEASE CONTACT THE LOUGHS AGENCY ON 02871 342 100**

**RETURN COMPLETED FORM PLUS SUPPORTING DOCUMENTS TO SDF LOUGHS AGENCY, 22 VICTORIA ROAD, LONDONDERRY, BT47 2AB**