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| Name |  | **West Hill Pre-School**  Registered Charity 1162644  West Hill Village Hall, Beech Park  West Hill, Ottery St Mary, EX11 1UQ |
| Date |  |
| Signature |  |

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| **Date** | **Description of Item** | **Total** |  | **For Administrator Use Only:** | | | | |
| **Consumables**  **8205** | **Equipment**  **8206** | **Fundraising**  **8207** | **Admin’tion**  **8208** | **Other** |
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| Administrator Use Only: | | Officer Use Only: | |
| Date |  | Date |  |
| Signed |  | Approved |  |
| Cheque No |  |  |  |

**Please attach all receipts with staples and clear description and return to the Administrator**