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| Name |  | **West Hill Pre-School**Registered Charity 1162644West Hill Village Hall, Beech ParkWest 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**