

spend analysis

Surname and Initials				Area: Branch: Department				Cost Centre Number			Staff Number		Date			
	Voucher Date	Petrol	Oil	Car Repairs	Other Travel	Hotel & Meals	Misc & Sundries	Cash Advance	Foreign Travel		Entertainment Staff	Other			VAT	TOTAL
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28																
Totals																
Signature				Authorised by							Signature					

Barclays Bank PLC. Registered in England No. 1026167. Registered Office: 1 Churchill Place, London E14 5HP

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.

The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.