

Onslow Infant School PTA

Please leave blank:
Amount £.....
Cheque No

EXPENSE CLAIM FORM

Please use this form for all claims for reimbursement of expenses incurred on behalf of Onslow Infant School PTA. Please note that payment will be made to you by cheque.

Claimant / Payee Name:

Details of Expense (e.g. details of event / stall etc):

Total Amount Claimed: £

Receipt Details (please attach and number all receipts):

Receipt no.	Details of Expense	Amount £
1		
2		
3		
4		
5		
6		

Claimant Signature:.....

Date:/...../.....

Please provide your contact details (phone and/or email) below so I can contact you once your cheque is ready:

Contact details:.....

Please return completed form with receipts to the School Office marked FAO PTA Treasurer or hand to Mary-Jane Crump (PTA Treasurer – mudge66@hotmail.com , Mum of Eleanor in Robins class) in person. Thank you.