

# ST LAWRENCE PTA

## EXPENSES CLAIM FORM

**NAME:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_ **Stall/ Table :** \_\_\_\_\_  
(if applicable)

**Child's name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Receipt reference	Supplier	Item Description	£
1.			
2.			
3.			
4.			
5.			
6.			
		<b>TOTAL AMOUNT CLAIMED</b>	

**Cheque payable to:** \_\_\_\_\_

- To help us reduce our bank charges please consolidate as many items as possible onto a single expense form
- Please reference all receipts
- 'Item Description' – items detailed on an attached invoice or receipt do not have to be listed separately, eg. "Food as invoice" will be sufficient
- Please supply a receipt for all monies spent

<b>TREASURER</b>
Cheque No
Date

I confirm that all of the items listed on this form were purchased for the St Lawrence PTA event mentioned above.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please hand in expense forms and receipts FAO PTA Treasurer via the school office. Your cheque will be returned via your child's book bag.