

CURZON CE COMBINED SCHOOL PTA- EXPENSE CLAIM FORM



c/o Curzon CE Combined School PTA, Penn Street, Nr Amersham, Buckinghamshire, HP7 0QL
 Curzon PTA Registered Charity No. 1039630

Please use this form for all claims for reimbursement of expenses incurred on behalf of Curzon CE Combined School PTA. Unfortunately we are unable to process any expense claims which are not supported by the original receipts or invoices. Please ensure that these are securely attached and return the completed form to the PTA treasurer.

Claimant Name:

Payee Name (if different):

Date of Event	Name of Event and/or Stall Name	Company receipt paid to and receipt date (see attached)	Amount
			£
			£
			£
			£
			£
			£
			£
			£

Claimant Signature:

TOTAL:

Treasurer use only:

Claim Number:

Cheque signatories:

Cheque Number (or Cash):

Cheque amount:

Cheque issued date:

Statement number: