

Greville PTA Expenses

Claim Form

Cashbook Reference:

Name: Telephone no:

Date:

Subject: (eg Christmas Fair Lucky Dip Stall).....

Details:

Cheque payable to:..... Total Claim: £.....

Signature:

Received by:..... Amount: £.....

Cheque no:.....

Date:.....

Please avoid mixing PTA and non-PTA items on receipts and ensure that receipts for your claim are securely attached. Thank you.