



Temple Grafton Church of England Primary School

PTA Expense Claim Form

Name:

Address:

Committee role:

| Date | Description & Event | Net | VAT | Gross |
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| | TOTAL CLAIMED | | | |

Signature of Claimant:

Please return to: Mary-Anne Vitty, Ardenlaw, Ardens Grafton, Warwickshire, B49 6DT

Guidelines for Claiming Expenses

1. Each item should be listed separately and backed up by a receipt.
2. Please submit all claims on an expense claim form, do not take the cash from the income received at an event.
3. Please **attach** all receipts to the back of the expense form.
4. Expenses should be claimed within 3 months of being incurred
5. Payment will be made by cheque

| | |
|---------------|---|
| Total Claimed | £ |
| Date | |
| Cheque Number | |
| Authorised by | |