

CVPS PTFA EXPENSE CLAIM FORM

Date: _____

Name: _____

Event: _____
e.g. Summer/Xmas fair, Disco. Firework Night

ONLY ONE EVENT PER
FORM PLEASE

Expenses: _____
e.g. Refreshments, advertising, gifts, burgers, raffle tickets

Stall Name (if applicable): _____
If the expense is for a particular stall at an event please list it, e.g. raffle, BBQ, bottle tombola etc.

Amount: _____
Please attach receipts to this form

Signature: _____

Expense Authorisation

Authorised by Event Organiser: _____

Final Authorisation by Chair: _____

Expense Processed

Cheque number: _____ or Petty Cash: _____

Expense received

Signed: _____ (or payment receipt signed)