

Chipstead Valley PTFA - Expense Claim Form

Instructions

- Please fill out the details below and attach a clear picture or scan of the numbered receipt(s)
- This should be emailed to Shelly Rowe (shellyandjamie@yahoo.co.uk) or Vikki Pope (vikkipope@live.co.uk) for their approval.
- Shelly or Vikki will then pass this onto the treasurer for payment.
- Please note you cannot approve your own expenses
- The claim forms will be saved in a secure location only accessible by the treasurer.

Name	
Date	
Bank account number	
Bank sort code	
Event name	

Date	Details	Receipt No.	Total £
		1	
		2	
		3	
		4	
		5	
Total			

BY MAKING THIS CLAIM YOU ARE CERTIFYING THAT ALL EXPENSES INCURRED HAVE BEEN DONE SO ON BEHALF OF THE CHIPSTEAD VALLEY SCHOOL PTFA. PLEASE PROVIDE THE APPROPRIATE RECEIPTS.