



**FRIENDS OF DITCHAM
PARK SCHOOL**

Reg Charity No. 1048655

EXPENSE CLAIM FORM

TREASURER USE ONLY

ITEM NO.....

AMOUNT £.....

CHEQUE NO:

ISSUED / /

CLEARED / /

Please use this form for all claims for reimbursement of expenses incurred on behalf of The Friends of Ditcham Park School

PAYEE _____

To whom the reimbursement cheque will be made payable

PURPOSE OF EXPENSE (include Event details where applicable)

TOTAL AMOUNT CLAIMED : _____

RECEIPT DETAILS (Please attach all receipts)

- | | | |
|----|-------|---|
| 1. | _____ | £ |
| 2. | _____ | £ |
| 3. | _____ | £ |
| 4. | _____ | £ |
| 5. | _____ | £ |
| 6. | _____ | £ |

More than 6 receipts? Continue overleaf...

SIGNED:

Date:

Return the completed form with receipts to the School Office
(marked FAO PTA Treasurer) or to the PTA Treasurer in person)