**Treasurer Use Only**

Ref No:

Amount £:

Cheque No:

Issued: / /

Cleared: / /

Please use this form for all claims for reimbursement

of expenses incurred on behalf of St John’s School PTA.

Purpose:

Payee:

(To whom the reimbursement cheque will be made payable)

Total Amount Claimed: £ -

Receipt Details (Please attach all receipts):

1. £ -

2. £ -

3. £ -

4. £ -

5. £ -

6. £ -

More than 6 receipts? Please complete another form.

Signed: Date: / /

Please contact me when cheque is ready via: Phone Email In Person (Tick)

Contact Details:

Return the completed form with receipts to the School Office

marked F.A.O: PTA Treasurer or hand to the PTA Treasurer in person.