



EXPENSES CLAIM FORM

Date of Purchase	Item Description	Reason for Purchase	Receipt Attached? (Y/N)	Amount Claimed

Claim Total: £

Reimbursement of expenses can be arranged by either cheque payment or online bank transfer. Please fill in the appropriate section below:

For Cheque Payments

Payee name:

Delivery address: (either your home address or your child's name and class for delivery via Village or Junior Schools):

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Cont/d...



For Online Transfer Payments

Name of Bank:

Name of Account Holder(s):

Account Number:

Sortcode:

Signed:.....

Print Name:.....

Date:

Please deliver completed form to Horsell Village School Office or Horsell Junior School Office marked FAO: PTA Treasurer.

Office Use Only:		
Date Received:	Date Paid:	Cheque No: