

Single expense over £250 requires approval	
Approved (sign)	
Date	



**Gayton Primary School
PTA Expenses Form**

Treasurer	
Cheque #	
Date Issued	
Cleared	

Name / Payee

(Print name to whom the cheque will be made payable)

Event

Please attach receipts for all monies spent and submit within 10 days of an event.

Receipt No.	Supplier	Item Description	Amount
Receipt 1			
Receipt 2			
Receipt 3			
Receipt 4			
Receipt 5			
Receipt 6			
Receipt 7			
Receipt 8			
Receipt 9			
Receipt 10			
Receipt 11			
Receipt 12			
Receipt 13			
Receipt 14			
Receipt 15			
		Total Amount Claimed	

Signed:

Date:

Please give the completed form with all receipts attached to the PTA Treasurer
or post it into the PTA box in the school office.