

Streetsbrook Infant & Early Years Academy

Streetsbrook PTA



Expenses Claim Form

Name

Date

Childs name

Class

Amount Claimed for:

Receipts must be attached to this document

Details of purchased items or services paid for.

Function/ event purchased for

Refunds will be given if receipt and claim form are completed. They should be put in an envelope and given into the school office personally and placed in the treasurer's box. These will then be collected by the treasurer. Refunds will be sent back to school to be collected.

Office Use Only .

Date Recd

Format of payment

Date Retd

Signed