

Bishop Road Primary School PTFA

Expenses Claim Form



Instructions:

One form per event per person – if you are claiming for more than one event please submit more than one form. Each person claiming should fill in their own form.

Either **email** completed forms to bishoproadtreasurer@gmail.com or put in the **red PTFA box** in the office marked for the attention of the treasurer.

Receipts are needed before a claim can be processed. These can either be scanned and emailed to the address above or placed in the red box for the attention of the treasurer. If emailing the form and putting receipts in the red box please make sure receipts are clearly marked so we know which claim they belong to.

Please note **we are now able to pay expenses via a direct deposit** into your bank account rather than issuing a cheque. This should make reimbursement easier and quicker. Please provide your bank details below.

Name and Email contact

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Event (one event per form please)

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Sub Event (e.g T-shirts is a sub-event of Strawberry Fair)

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Bank details for bank transfer

1. Name on Account
2. Sort Code
3. Account Number

