

# Parents and Friends of Radbrook Primary School

(Registered charity number 1044330)

## Expenses Claim Form

**Name:**

Receipt No. <sup>1</sup>	Item No. <sup>2</sup>	Date Incurred <sup>3</sup>	Description <sup>4</sup>	Value <sup>5</sup>	Event and Stall (if relevant) <sup>6</sup>
<b>Total <sup>7</sup></b>				<input style="width: 80px; height: 30px;" type="text"/>	

<b>Received by:</b> <sup>8</sup> <input style="width: 240px; height: 30px;" type="text"/>	<b>Payment Method:</b> <input style="width: 350px; height: 30px;" type="text"/>	<b>Date:</b> <input style="width: 180px; height: 30px;" type="text"/>
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- Notes:**
1. Receipt No. - Write a simple reference number (e.g. 1) in the top left-hand corner of the receipt being submitted and insert this number in column 1.
  2. Item No. - If making a claim for several items on the same receipt, write a unique reference (e.g. a, b, c, etc.) next to each item on the receipt and insert this in column 2. Use a separate line for each item being claimed for.
  3. Date Incurred - Write the date the expense was incurred. This should correspond with the date printed on the receipt.
  4. Description - Write a description of the item purchased (e.g. orange squash, sweets, etc.) Include as much detail as possible - do not use terms such as 'goods'.
  5. Value - Write value of expense claimed in pounds and pence (e.g. £1.55).
  6. Event and Stall - Write the name of the event and stall (if relevant) to which the expense relates (e.g. Summer BBQ, Teddy Tombola)
  7. Write the total you are claiming.
  8. Sign this box *only* when you receive payment from the Treasurer

Staple all receipts to this form and submit to Treasurer for payment.  
 Refer to the Expenses Claim Form example if you're not sure how to fill in this form.  
 This form and the Expenses Claim Form example are available from the PaF website.