

**Meadow Vale PTA - Expense request form**

Registered charity number: 1036376

Your name: \_\_\_\_\_

Date of receipt	Receipt number (your own numbering)	Shop/outlet	Description of purchase	Amount	Event/Reason
			<b>Total to be reimbursed</b>	-	

Your Signature \_\_\_\_\_

Trustee signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Please return the completed form with receipts to the school office (marked FAO PTA Treasurer) or to the PTA Treasurer in person.  
This form can be obtained from the School Office or downloaded from the School Website.

Treasurer to note method of payment and date of payment: