

## HONEYWELL SCHOOLS

**Parents Teachers and Friends Association**

If you have expenses, please fill in the details here. Please indicate whether you require a cheque(s).  
Cheques will be payable to the name of claimant against each item. No cash is to be taken from takings.  
WE MUST HAVE RECEIPTS. The PTFA's charitable status depends on keeping proper records.

<i>Details of person filling in the form:</i>		<i>Event expenses relate to:</i>	<i>Date of claim:</i>
Name:			
Phone:			
e-mail:			

  

	Details of item purchased, including name of shop	Amount of claim	Receipt (✓)	Signature of claimant
1			<input type="checkbox"/>	<input type="checkbox"/> Cheque required
2			<input type="checkbox"/>	<input type="checkbox"/> Cheque required
3			<input type="checkbox"/>	<input type="checkbox"/> Cheque required
4			<input type="checkbox"/>	<input type="checkbox"/> Cheque required
5			<input type="checkbox"/>	<input type="checkbox"/> Cheque required
6			<input type="checkbox"/>	<input type="checkbox"/> Cheque required
7			<input type="checkbox"/>	<input type="checkbox"/> Cheque required
8			<input type="checkbox"/>	<input type="checkbox"/> Cheque required
9			<input type="checkbox"/>	<input type="checkbox"/> Cheque required
TOTAL Cheque(s) Required for:		£	-	