



# NEW SCOTLAND HILL PTA EXPENDITURE REQUEST FORM

Please complete the necessary sections:

Person who is requesting the funds:	
Position in the School:	
Why the request is being made:	

What do you wish to purchase:	
Who will benefit from this purchase:	
How many Children:	
What ages:	

Cost of the Item:	£
When is it required by:	
When is the money required:	

**Please attach information about your purchase, i.e. Product Specification, picture, or details from a catalogue.**  
Are there any additional costs. i.e: re-fills, extra paper, replacement parts, insurance etc.

Signature of Proposer:		Date
Signature – Headteacher:		Date
Decision of the PTA:		
Signature – Chairperson PTA:		Date
Signature – Treasurer PTA:		Date
Financial Records :	Amount Paid £	Date Paid:

Comments: