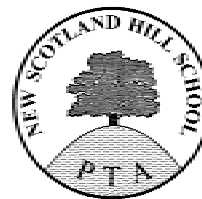


NEW SCOTLAND HILL PTA CHEQUE REQUEST/EXPENSE CLAIM



Please complete all sections:

Method of payment (please delete one):	CASH / CHEQUE
Committee Member requesting payment:	
Cheque payee (if not as above):	
Event:	
Please give details of what we are paying for:	
Please attach receipt or copy of covering letter. If not possible, please explain why, e.g. 'paying deposit on disco hire'.	

Total being claimed:	£
When is the money required?	

Signature of Claimant:	Date:
Approval #1:	Date:
Approval #2:	Date:
Financial Records :	Document Number :

Please ensure this form is signed by two cheque signatories (generally the Chair, Secretary and Treasurer). In cases where the payee is a cheque signatory, the form must be signed by the two other signatories.

New Scotland Hill PTA 2002