Stroud High School
16-19 Bursary Petty Cash Claim Form

REF

NAME _____ **DATE** _____

Tutor Group _____

USE THIS FORM FOR ITEMS UNDER £20 ONLY	£	P
DETAILS OF EXPENSE - PLEASE ATTACH RECEIPTS		
TOTAL		

RECEIPT ATTACHED ? YES/NO

For Finance Office Use:
Claim added to 16/19 summary sheet YES/NO
Expediture added to petty cash list YES/NO

CLAIM AGREED BY:

CASH RECEIVED SIGNED _____

DATE _____

PAID BY _____ DATE _____

PLEASE RETURN THIS FORM TO SHS FINANCE