Petty Cash Claim Form

Date: School:

Person Requesting Reimbursement:

Dept No.	Description	Reason for Petty Cash	£ Total (Incl VAT)
		Total	

Total Claim Made (incl VAT): £_____

VAT Amount: £_____

Receipts Attached: Yes/No

If no, why:

_____

__

Vat Receipts Attached: Yes/No

Signed by requester: Date:

Authorised by: Date:

REF NUMBER: _____

Northern House School [(Oxford)] [(Solihull)] is an academy managed by Northern House School Academy Trust, which is an exempt charity and a company limited by guarantee, registered in England and Wales with a registered company number 8140768.
Registered Office: Northern House School, South Parade, OXFORD OX2 7JN United Kingdom.

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