

Expenses Claim. Employee _____

Northern
House
School



Date claimed: _____ Payroll Number: _____

School: _____

To remain confidential to the employee and the school.

All claims must be approved in advance in order to guarantee authorisation. No such approval may result in decline of authorisation, especially if purchase is deemed to be one that was not required or where better value could have been achieved elsewhere. All claims must be made within three months otherwise may become ineligible.

All claims must be accompanied with a VAT receipt

Date of purchase	Department Code	Amount Claimed (Excluding VAT)	Amount Claimed (Including VAT)	Detailed Reason
Total value of claim				

The purchases detailed above were all made by me and were purchased in the interests of the school and provided added value. Such purchases were of a nature where the normal procurement route would have been inappropriate

Signature of Claimant: _____

The purchases made above were made in the best interest of the school and I am satisfied provided best value.

Authorising Signature: _____