

REF

STROUD HIGH SCHOOL**16-19 PETTY CASH****16-19 BURSARY PETTY CASH CLAIM FORM**

NAME & FORM _____ DATE _____

USE THIS FORM FOR ITEMS UNDER £20 ONLY DETAILS OF EXPENSE - PLEASE ATTACH RECEIPTS		£	P
RETURN THIS FORM TO FINANCE.			
TOTAL			
RECEIPT ATTACHED ?	YES/NO		
For Finance Office Use:			
Claim added to 16/19 summary sheet	YES/NO		
Expenditure added to petty cash list	YES/NO		
CLAIM AGREED BY:			
CASH RECEIVED	SIGNED _____		
	DATE _____		
PAID BY _____	DATE _____		