

Ngaio School PTA – Expense claim / invoices to be paid / deposit record

Please staple invoices/receipts

Your name		Phone	
Address		Email	
Bank account number		Name of account holder	

Expenses claimed (please attach receipts)

Date	Amount	Reason	Event/product
Total			

Invoices to be paid (please attach invoices)

Date	Amount	Reason	Event/product	If this is a Gala expense, which stall?	Payee	Cheque to be mailed?	Cheque to come back to you?

Deposits made

Date	Amount	Event/item

Please return to: Lesley Cornish, 254 Cockayne Rd, Ngaio 479-5528 /0211348415, lesleyanne@ihug.co.nz

If you are claiming a reimbursement , and you prefer a cheque, or need a cheque to pay an invoice, I'll drop a cheque off to you. If you would like a deposit made to your account, please include your account details.