

## Friends of Woodcote Primary - Expense Claim Form

Name

Date

Total

£0.00

Treasurer Use Only:

Approved
Payment Date
Cheque No.

No	Date	Event	Description	£
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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19				
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21				
22				
23				
24				
25				

All expenses must be preapproved in principal by the Committee

All expenses must be claimed within 1 month of an event being held to ensure timely reporting