**St John Chrysostom Federation**

**Governor Expense Claim**

All expenditure should be agreed by the Executive Headteacher or Federation Business Manager prior to obtaining any goods.

All receipts should only have items for which you wish to claim. Ensure you obtain a separate receipt if you are also purchasing items for yourself.

All petty cash claims must be below £40.00 in total.

Name of Claimant: …………………………………………… Date: …………..

Items Purchased ………………………………………………………………….

……………………………………………………………………………………….

……………………………………………………………………………………….

Items required for: …………………………………………………………………

Total Claim for Reimbursement: …………………………………………………

Expenditure Authorised: ………………………………………………………….

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**For Office Use**

Reimbursement Date: ………………………………………………………………

Amount of Reimbursement: ………………………………………………………..

Cash Received: ..……………………………………………………….(signature)

Paid By: ……………………………………………