

**Bournes Green Juniors School Parents' Association**  
**Expenses Approval Request**

<b>Date of Request</b>	
<b>Contact Name</b>	
<b>Expense Request and details</b>	
<b>Approved by</b>	

**Note**

The following limits are in place:

- Expenses up to £500 are agreed by the trustees – no form required
- Expenses between £500 and £5,000 are agreed by the committee and the above form must be completed and approved.
- Expenses over £5,000 are agreed by the members of the charity. The above form must be completed and approved by the committee and then a ballot/vote to all members.