

Bournes Green Juniors School Parents' Association
Expenses Application Request

Date of Request	
Contact Name	
Contact E-mail	
Amount Requested and frequency (If applicable)	
Details for expense application	
Approved by	
Date	
Payment Date & Method - BACS/Cheque Please include bank details or name cheque should be made payable to	
Date payment made	
Reason if declined	

Notes:

Please submit your request to the chair of the PA or to bournesgreenpa@hotmail.com

The request will be reviewed within 14 days.

The following limits are in place:

- Requests up to £500 are agreed by the trustees – no form required
- Requests 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.