**2023-24 Reimbursement Claim Form**

Please complete, attached receipts, and either pass to Melissa Heywood or

email to [**mackiehillpta@hotmail.com**](mailto:mackiehillpta@hotmail.com)

|  |  |
| --- | --- |
| Claim form Type (please remove one not applicable) | Reimbursement |
| Date: dd/mm/yyyy |  |
| Payment Request by: Staff name |  |
| Online Payment/ Cash / Donation/ Cheque  Chose an option |  |
| Payee: name on account |  |
| Sort code and account number if online payment | Account:  sort code |
| Payment Value | £ |
| Description of Payment: (please include what's it's to pay for and which event it's for)  Sunflower Sponsored Event | e.g. sunflower sponsored event |
| Receipt attached? (Yes/No) |  |

**Mackie Hill PTA Members only – Event Documentation**

|  |  |
| --- | --- |
| Receipt Attached/ Received: |  |
| Inputted into PTA Dashboard: |  |
| Inputted into Finances Spreadsheet |  |
| Checked figures all match: |  |

**Mackie Hill PTA Members only – Acknowledge of Payment**

|  |  |
| --- | --- |
| Acknowledgement of payment Ref No: | MH-202324- |
| Receipt Attached/ Received: |  |
| Moved old payment to historical section |  |
| Create the Acknowledgement of Payment: |  |
| Print |  |
| Merge all documents into one and file: |  |

**Mackie Hill PTA Members only – Bank payment**

|  |  |
| --- | --- |
| Created Payment: |  |
| Printed the payment out: |  |
| Processed By: |  |
| Processed Date: |  |
| Acknowledgement email sent: |  |
| File away: |  |