Purchase Approval &

Reimbursement Claim Form

This form is used for:

1. Reimbursement of expenses incurred, or
2. Approval for funds to meet future expenditure (including cheques).

Email this form & receipts to accounts@burandasspandc.org.au and/or place the original in the Treasurer pigeon hole in the office.**2**

|  |  |
| --- | --- |
| **Purpose or Event1** |  |
| **Today’s date1** |  |
| **Name and Contact info1** |  |
| **Bank information1** |  |
| **Amount in $1** | $ |
| **Receipt(s) attached1** | A receipt or a copy of the receipt (e.g. photo, scanned) must be attached to this form. |
| **Description** e.g. School fundraiser, reimbursement for Tuckshop, etc. |  |
| **Treasurer notes** leave blank |  |

1 Mandatory information

2 Standard turn-around time for reimbursements is 7 business days.