



Seven Hills State School Parents and Citizens Association

working for our school community

Seven Hills State School P&C Association EXPENSE CLAIM

CLAIMANT DETAILS

Full Name		
Address		
Bank Details for Reimbursement	Bank Account Name	
	Account Number	
	BSB	

ITEMISED EXPENSE DETAILS

Invoice / Purchase Date	Invoice Number	Details	Amount
TOTAL			

REASON FOR EXPENSE

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-- P&C USE ONLY --

P&C Budget Area <small>(tuckshop / uniform / general etc.)</small>	Name <small>Convenor / Exec / Committee Member</small>	Signature	Date

	FIRST AUTHORISER	SECOND AUTHORISER
SIGNATURE		
Date		
Name		
Position	President / Vice President / Secretary / Treasurer General / Treasurer Tuckshop	President / Vice President / Secretary / Treasurer General / Treasurer Tuckshop