



The Minster School

16-19 Bursary Expenses Claim Form

Please complete this form to provide details of the expense you would like to claim from your bursary allowance. Once this claim has been approved, the balance will be paid directly to you by cheque to enable you to make the purchase detailed below.

It is essential that you attach receipts for the items purchased as we require evidence of how the funds have been spent. Without receipts we will not be able to make the payment to you.

Student Name: _____

Date: _____

Signature: _____

Expenses being claimed:

Details:	Amount:	Receipt attached
Total of claim:		

Authorised by Sixth Form Office:		Date:	
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Authorised by Finance:		Date:	
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For finance office use only:

Total Allowance: £ _____

Less Amount Claimed to date: £ _____

Less Current Claim: £ _____

Balance Remaining: £ _____

Please hand the completed form to Miss Toms in the Sixth Form Office