



Expenditure Claims Form

Complete this form and hand this to the Treasurer together with proof of purchase. Please note that expenditure in excess of \$500 requires Board of Management approval. Prior to submitting this Expenditure Claim form, you must have sought approval for the expenditure by means of the separate Expenditure Request Form (see www.JudoWA.org.au for current version).

Claimed By (name): _____

Claim Date: ___ / ___ / 200__

Approved on: _____

___ / ___ / 200__

Request amount: \$ _____

Relating to: _____

Recurrence

Once Monthly Annual Other (Specify)

Request Description

Please provide a detailed description of your expenditure request and attach additional information as well as proof of purchase (receipt).

OFFICE USE ONLY
Received: ___ / ___ / 200__
Request No: ____