

Young Leaders Expense Form

This form must be completed by young people on the Leadership Team. No purchases can be confirmed until authorised by Peabody Management.

Name of Leader/Leadership Team

Date

dd / mm / yyyy

Activity

Total Amount Requested

Purchase 1

Item/Service requested and cost

e.g. T shirts - £80 total (10 x £8 each)

Why is this item required?

Name of supplier and any further information

e.g. Link: <http://www.amazon.co.uk/T-shirts-Hoodies-Tops-Band-Tees>

Why was this supplier chosen?

e.g. Specific equipment or good value for money

Purchase 2

Item/Service requested and cost

e.g. T shirts - £80 total (10 x £8 each)

Why is this item required?

Name of supplier and any further information

e.g. Link: <http://www.amazon.co.uk/T-shirts-Hoodies-Tops-Band-Tees>

Why was this supplier chosen?

e.g. Specific equipment or good value for money

Purchase 3

Item/Service requested and cost

e.g. T shirts - £80 total (10 x £8 each)

Why is this item required?

Name of supplier and any further information

e.g. Link: <http://www.amazon.co.uk/T-shirts-Hoodies-Tops-Band-Tees>

Why was this supplier chosen?

e.g. Specific equipment or good value for money

Purchase 4

Item/Service requested and cost

e.g. T shirts - £80 total (10 x £8 each)

Why is this item required?

Name of supplier and any further information

e.g. Link: <http://www.amazon.co.uk/T-shirts-Hoodies-Tops-Band-Tees>

Why was this supplier chosen?

e.g. Specific equipment or good value for money

Purchase 5

Item/Service requested and cost

e.g. T shirts - £80 total (10 x £8 each)

Why is this item required?

Name of supplier and any further information

e.g. Link: <http://www.amazon.co.uk/T-shirts-Hoodies-Tops-Band-Tees>

Why was this supplier chosen?

e.g. Specific equipment or good value for money

Completed by

Signed

Date

dd / mm / yyyy

Please return a signed and dated copy of this form to Peabody Young People Services.

Internal Use Only

Lead Peabody staff:

Please indicate if this cost is:

PO supplier

PO sundry

P-Card

Petty Cash

Details:

Please attach copy of invoice/receipt if approved

Senior management approval: Yes / No

Authorised by:

Signature:

Date:

dd / mm / yyyy