



*Creative  
Education  
Trust*

**16 19 BURSARY FUND – ACADEMIC YEAR 2021-22  
BURSARY EXPENDITURE CLAIM FORM**

**Name of Student**.....

**Date**.....

**Type of Claim:**

Application for future expenditure

Refund of student expenditure

|  |
|--|
|  |
|  |

**Type of purchase**

| Food | Travel | Trip | Open day / Interview | IT / specialist equipment | School supplies (books etc) | Open day / interview | 1-1 Support | Course | Other |
|------|--------|------|----------------------|---------------------------|-----------------------------|----------------------|-------------|--------|-------|
|      |        |      |                      |                           |                             |                      |             |        |       |

Please provide detail of purchase requirement below:

|                     |   |
|---------------------|---|
| What Acquired       |   |
| Cost                | £ |
| From Which supplier |   |
| Other information   |   |

I understand that the cost of this purchase will be deducted from my bursary allocation

|                   |  |
|-------------------|--|
| Student Signature |  |
| Date              |  |

.....



**To be completed by the School**

How is the acquisition to be made:

|  |  |
|--|--|
| School to purchase from supplier and value deducted from bursary |  |
| Value to be transferred to student                               |  |

|                                     |  |
|-------------------------------------|--|
| Sixth Form Representative Signature |  |
| Date                                |  |
| Finance Department Signature        |  |
| Date                                |  |

To be completed by Sixth Form Representative:

| <b>Task</b>   | <b>Completed</b> |
|---|------------------|
| Agreed within the spirit of the bursary                             |                  |
| Purchase researched and confirmed                                   |                  |
| Purchase order completed and signed                                 |                  |
| Logged on tracking spreadsheet                                      |                  |
| Information given to finance  |                  |
| If equipment/ purchased, equipment loan agreement signed by student |                  |

To be completed by Finance:

| <b>Task</b>  | <b>Completed</b> |
|--|------------------|
| Purchase order checked                               |                  |
| Purchase made  |                  |
| Spreadsheet updated with accurate cost including P+P |                  |
| Forms filed  |                  |