

Email To : Wendy Price
Email : wendy@huttkindergartens.org.nz
FROM :
DATE :
SUBJECT : Koha Payment Advice

Name of Kindergarten	
Contact Person and Phone Number	
Person Koha Given To	
Amount of Koha and type - Cash, Queensgate Voucher, Mobil Petrol Voucher	
Is this to be paid from equity	Yes / No
What services were given?	
Is the receipt, or the withdrawal slip if cash, attached?	Yes / No
Committee Member Approval	
Head Teacher Approval	
Processed by	
Final approval	
Signature/Date	

