

## Group Equipment Procurement Form

If any group requires purchase of equipment **over £50** to support and enhance the group activity, the Group Leader must complete the whole form.

Requests will be discussed at the next committee meeting and approval is needed prior to purchase.

**For items to the value of £50 or less, please complete BOX A ONLY and send the completed form, together with the receipt.**

Name of Group .....Day, Time.....Venue.....

Group Leader.....Phone .....E-mail.....

<b>A</b>	Items to be purchased + cost (attach any further details) :
<b>B</b>	Reasons for purchase :
<b>C.</b>	Where will the item be kept:
<b>D.</b>	Is this a replacement item ( YES /NO ) If YES state position re replaced item.

**PLEASE SEND COMPLETED FORM TO:**

Linda Thompson, 12 Cherry Tree Close, Stone ST15 0AZ or e-mail:

[la.thompson@talktalk.net](mailto:la.thompson@talktalk.net)

*For Completion by Committee only:*

Committee notes:
------------------

Approved by Committee ..... (Chair)      Date .....

Treasurer ..... Asset No: .....