

Aughton and Ormskirk U3A
Finance and Resources Subcommittee
GROUP EQUIPMENT REQUEST FORM

NAME OF GROUP/ACTIVITY.....

GROUP LEADER'S/ADMINISTRATOR'S NAME.....

TELEPHONE NUMBER.....EMAIL.....

DETAILS OF EQUIPMENT

.....
.....
.....

Storage arrangements.....

How will this purchase benefit the group/members?.....

.....
.....

ESTIMATED COST.....

SUGGESTED SUPPLIER.....

GROUP LEADER'S /ADMINISTRATOR'S SIGNATURE.....

Please submit to any member of Finance and Resources Subcommittee

It is understood that any asset/equipment belongs to the A&O U3A, and is available to all members on days and times when the primary user is not using it.

AGREED BY SUBCOMMITTEE.....(DATE)

The Group Leader will be notified once the purchase has been agreed. The purchase will then be paid, or reimbursed, by the Treasurer upon receipt of a valid invoice/receipt.

PAID cheque no.....Date.....