

Asset Purchase Request Form

Name of Group: _____

Co-ordinator/Member requesting: _____

Date: _____ Telephone: _____ E:Mail: _____

REQUEST INFO: (Please give full details of asset, costs, suppliers [3] including purpose & benefits)

Where will the Item/Equipment be stored? _____

(Any purchased asset remains the property of Leyland U3A)

Amount Requested? £ _____ How many quotes are attached? _____

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ACTION BY COMMITTEE: (Signed by any committee approved signatory)

Request Approved: _____ Date: _____

Request REJECTED: _____ Date: _____

REASON for REJECTION:

CIRC: Requester, Treasurer & Secretary