

Burton-on-Trent u3a
Interest Group Request Form
for Equipment etc over £20

Note:

All Equipment becomes the property of Burton u3a and is available to other groups

All property must be returned to the committee if no longer required, is broken, damaged or is being replaced.

Contact ***groups@botu3a.org*** to inform

Date:	Group:	Coordinator:
<u>ITEM REQUESTED</u>		
Please provide: 3 quotes with: • Prices • Stores • Models (if applicable)		
Name & Address for Delivery		
Please submit this to the committee for consideration via <i>treasurer@botu3a.org</i> or 6 Blythfield, Burton on Trent. DE14 1TU		

COMMITTEE APPROVAL

Amount Approved

Date Approved

Committee Signature

PURCHASE INFORMATION

Treasurer will order and purchase equipment with delivery to the address above

Date Purchased

Receipt Date

Please inform Treasurer on receipt of item(s) and send all paperwork to Treasurer