



**GROUP EQUIPMENT REQUEST FORM**

Name of Group: .....

Leader's name: .....

Telephone: .....

Mobile: .....

Email: .....

**DETAILS OF EQUIPMENT**

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

Storage arrangements: .....

How will this purchase benefit the group/members?

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

Estimated Cost: £

Suggested Supplier: .....

GROUP LEADER'S SIGNATURE.....

Please submit to the Driffield and Wolds Treasurer.

It is understood that any asset/equipment belongs to the Driffield and WoldsU3A, and is available to all members on days and times when the primary user is not using it.

Agreed by Committee: ..... 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: .....