

Requisition Form



Requisition for equipment, goods or property considered beneficial for the use of members of a Dundee U3A group.

Description of article(s): _____

Purpose: _____

Cost: _____

Group: _____

Location where asset is to be kept: _____

Group Leader/facilitator: _____

Contact email: _____

Contact telephone: _____

Signed (Group leader): _____ Date _____

Any equipment, goods or property provided will be registered as an asset of Dundee U3A.

Submit to the Dundee U3A Secretary.

For official use:

Accepted / Rejected. Reason for rejection: _____

Signed (Chair): _____

Date _____