



CAPITAL REQUEST

U3A GROUP			
Group Co-ordinator			
Date			
e-mail address			
Phone number			
Description of requested item*			
Product reference number			
Explain how it will help the operation of the group <input type="checkbox"/>			
OR Explain how it will allow you to extend the group activities <input type="checkbox"/>			
OR Explain its purpose in creating a new Group <input type="checkbox"/>			
Number required		Price per item	
Delivery costs		Total price	
Preferred supplier			

**please attach a copy of the item or e-mail a website link to the preferred item*

Please pass a copy of this request to the Treasurer. The request will be submitted at the next Committee meeting. You will then be notified within 48 hours of the outcome.

Approved Committee	Date		Signed	
Ordered	Date		Signed	
Delivered	Date		Signed	
Asset Register	Date		Signed	

Capital Purchases

All Capital Purchases require prior approval of the Committee. A Capital Purchase Form must be completed and submitted to the Committee for approval for every Capital purchase.

Eligible Costs: -

Magazines: maximum £50 per group per year for subscription to a magazine of use to the group

Equipment: maximum £100 per group per year for non-perishable items that will benefit the running of the group

Equipment costing more than £100: maximum one per group, every five years. The Treasurer will need to assess whether a Grant is available for all purchases over £100. The Committee cannot guarantee that purchases over £100 will be approved.

Capital Purchase Form

This should be completed by the Group Coordinator. Enter the name of the Group making the request, name of Group Coordinator, date requested and contact details.

Give details of the item requested, with a reference number and preferably attach a picture of the item and a link to a web page where it may be purchased. You must explain how that item will benefit the group. Also include details of the cost, delivery costs and the preferred supplier.

The form should then be forwarded to the Treasurer, who will arrange for the Committee to discuss and approve the purchase. The Treasurer is responsible for keeping the Group Coordinator notified of the progress of their request. The Treasurer is also responsible for looking for available Grants for purchases over £100.

For computer purchases advice will be sought to ensure the machine will be compatible with the equipment at Chesham House and the Parish Hall. The Committee will also need to be satisfied that the legal software on the old machine is transferred to the new machine. It may be necessary to consider whether a software upgrade is also going to be necessary.

Purchase

Once the purchase has been agreed by the Committee, the Treasurer will make the purchase. When the goods are received, the Treasurer will check that the goods received are consistent with the purchase form, then pass the goods to the Asset Manager, who will record the goods in the Asset Register and mark them with the Lancing and Sompting U3A Logo. The goods will then be passed to the User Group. The Group Coordinator is responsible for ensuring the safe usage and storage of all capital items purchased for the use of Lancing and Sompting U3A members.