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|--|--|-------------|--|
| U3A GROUP | | | |
| Submitted by | | | |
| Date | | | |
| Description of requested item * | | | |
| Product number/size | | | |
| Explain how it will help the operation of the group OR Explain how it will allow you to extend the group activities OR Explain its purpose in creating a new group | | | |
| Number required | | Postage | |
| Price per item | | Total Price | |
| Preferred supplier | | | |

* It would be helpful if a copy of the item or a website link could be attached

Forward your request to the Group Coordinator. The request will then be submitted at the next committee meeting. You will be notified within 48 hours of the outcome. The item will be purchased, labelled and added to the Asset Register.

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

It is the responsibility of the group leader to ensure the safe usage and storage of all capital items purchased for the use of Weymouth & Portland U3A members