

DUKERIES U3A
REQUEST FORM FOR EQUIPMENT OVER £20

Name _____

What equipment is required? Eg Printer _____

Who is equipment for, Eg committee / group

Why is the Equipment needed ? _____

What is estimated value of Equipment ? _____

Signature of person making request _____

Signature of Committee Member _____

Date of request _____

Signature Authorisation _____

Authorisation Date _____

Receipt Submitted YES/NO

