



Group Purchase Request Form

This form is to be submitted to the office of Radio 4EB in order to request a purchase for the group to be made by the office, and must be accompanied by a quotation(s), etc. detailing the expenses.

Please note:

1. Without a properly issued quotation, purchase will not be processed. A properly issued quotation should indicate full details (name, address and ABN) of the vendor, description of items, amount and GST information.
2. The purchases, for which group funds are requested to be spent, must be approved by the group's committee. As per the Treasurer's responsibilities "any expenditure by a group must be approved by the committee and recorded in the minutes at the group's committee meeting".
3. Unless prior approval in writing is obtained from the Treasurer of Radio 4EB (EBAQ Ltd.) only expenditure which is related to the production of programs and admiration of the group affairs may be authorised.

Group: _____

Name and address of the person requesting the purchase:

Request Date: _____

Number of quotations attached: _____

Total amount (incl. GST): \$ _____

Please list details of each item:

| | Vendor | Description of item | Amount | CBF | Acct Code (Office Use Only) |
|----|--------|---------------------|----------|--------------------------|--------------------------------|
| 1. | _____ | _____ | \$ _____ | <input type="checkbox"/> | _____/____/____ |
| 2. | _____ | _____ | \$ _____ | <input type="checkbox"/> | _____/____/____ |
| 3. | _____ | _____ | \$ _____ | <input type="checkbox"/> | _____/____/____ |
| 4. | _____ | _____ | \$ _____ | <input type="checkbox"/> | _____/____/____ |
| 5. | _____ | _____ | \$ _____ | <input type="checkbox"/> | _____/____/____ |

The purchase items listed above have been approved by the group's committee and recorded in the minutes of the committee meeting on _____ (please specify date).

Authorization:

Convenor/Secretary

Treasurer

(Name)

(Name)

_____/____/____
(Signature)

_____/____/____
(Signature)

Office Use Only

Received: _____

Entered: _____

Paid: _____

Ref: _____
