

Chester u3a Equipment Request

Name of Group(s) _____

Group Leader /member responsible _____

Date _____

Email _____

REQUEST

Item/Supplier	Cost
	£
Reason for purchase	
Benefit to Chester u3a	
Proposed Storage location	

Signature _____

Return completed form to the Chester u3a Business Secretary
(BusinessSec@Chesteru3a.org.uk)

ACTION BY COMMITTEE

The committee has **approved / not approved** the request.

Chair _____

Date _____