

SGC Purchase Reference and Approval Form

Name: 	Date:
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PLEASE PRINT REQUEST IN BLOCK CAPITALS

- < £30: Submit claim to office
- < £100: Get head of dept to submit claim to office
- < £500 Get prior approval from any Board member
- < £1,000 Get prior approval from Treasurer
- > £1,000 Get prior approval from Board

<u>Please attach order quote if >£500</u>	Purpose*	Tick if VAT included	Total
Car mileage claim	Purpose	Miles @ 45p	
From: To:			-
From: To:			-
From: To:			-
From: To:			-
Total			-

	Name	Date	
Requested by:			<i>* Purpose is to allocate cost to correct category, e.g.</i> Glider LOV: wheel Clubhouse light switches Tug maintenance: oil filter
Approved by:			
Order placed by:			

NB:
All orders **MUST** go through the office, unless otherwise agreed.

FOR OFFICE USE ONLY	
A/C	
Nominal	
Dept	
Xtion	
Date Paid	