



Approval for Property and Acquisitions Form

Name of Kindergarten:

Job Code :

(Please use this code on your payment schedules when sending accounts to the Association for payment.)

Date:

Description of Work or Purchase (as it relates to PA 1):

Approved for up to 10% contribution towards costs:

Yes

No

Note: Cost of this work less amount of association contribution will be debited to the kindergarten on commencement of the project/purchase

Total Amount Approved:

Kindergarten Operating & Fundraising

Kindergarten Equity Funds

Grant Funded

Grant Provider:

Subtotal

Association Funded (up to 10%)

Total Cost of Work or Purchase (GST Exclusive):

Add GST

Total Cost of Work or Purchase (GST Inclusive)

Work or Purchase to be completed by:

Billing Due :

Note : If work is not carried out or purchase made in this month(s) approval will be void)

For Office Use Only

Job Code Entered in Cash flow Template

Job Code entered into EMPOWER

Approved by Senior Teacher:

Signature :

Approved by Facilities Manager: (where applicable)

Signature :

Approved by CFO:

Signature :