



Property and Acquisitions Form

PA 1

- This form must be completed PRIOR to beginning a building project* or purchasing IT equipment, whiteware & resources costing over \$500 or any other purchase over \$2000
- This form must be sent to WMK (Lupeni.Aitogi@wmkindergartens.org.nz) BEFORE work commences or purchase is made.
- Permission whether or not to proceed with the work or purchase will be provided within 15 days from WMK.
- If work is not carried out or purchase made in the month(s) indicated on this form approval must be sought again.
- NO work shall begin or purchase made until written approval is received from WMK.

Name of Kindergarten:

Date:

Project or Purchase Description

Please attach all available drawings/plans /quotes

Is this part of 5 year Building & Environment Plan?

- Yes
 No *(Please explain)*

Has this been discussed fully with staff and parent group?

- Yes
 No *(Please explain why not)*

Has the proposed works /purchase been agreed with Senior Teacher?
Any comments?

- Yes
 No *(Please explain why not)*

Cost of work / purchase
(please ensure quotes are attached)

How do you plan to finance this?
(Please include any grants applied for or received for this project)

Is the expenditure included in your budget?

- Yes
 No *(Please explain)*

In what month(s) will the work be done/purchase made?
(If not carried out in this month (s) approval will be void)

Contacts Head Teacher Signed :

Parent Group Representative Signed:

Contact Details for person in charge of project

Name :
Contact:

For Building Projects *Only

Name of tradesperson

Who will supervise the work to ensure it is completed to a satisfactory standard

Name :
Contact:

Any other comments

***Building Project: A project that affects the structure/layout of the kindergarten (either internally or externally) and includes playground development**