



Mooloolaba Surf Life Saving Club (MSLSC)

Purchase Request Form

MSLSC Procurement and Purchasing Policy (MSLS010.1)

Members have the option to complete this form or send an email with the necessary information (as outlined below). Please attach details of quotes provided by suppliers where appropriate.

Purchase request

Club Officer or employee name and position:

Date the expense will be incurred:

Reason for the purchase:

Recommended supplier(s) and rationale:
(e.g. benefits, value for money, supplier reputation)

Expense details

Description	Supplier name	Cost (inc GST)
Total		

Member or employee reimbursements only

Bank account details of member or employee to be reimbursed

Account name:

BSB:

Account number:

Financial delegate approval

Financial delegate name:

Financial delegate position:

Approval: APPROVED / NOT APPROVED

Signature:

Date and time:

To be completed by office

Valid tax invoice provided: YES / NO

Good receipted: YES / NO

Account allocation:

Actual amount paid (inc GST):

Date paid:

Signature:

Form requires approval by financial delegate prior to emailing to: lifesavers@mooloolabaslsc.com.au