

Email to : Admin – Hutt City Kindergartens
Email/Scan : wendy@huttkindergartens.org.nz
FROM : _____ **Kindergarten**
DATE : _____
SUBJECT : **Over \$500 Project With Multiple Suppliers - Committee Approval**

Below is the description of the item or project which will cost over \$500 and will have multiple suppliers. If the project is over \$1000 use the *Approval to spend over \$1000* form.

Date: _____

Description: _____

Total Actual/Estimated Amount \$ _____

Committee Signature _____ Head Teacher Signature _____

Please list below the individual suppliers and actual or estimated costs

Supplier	Amount	Paid By Invoice/Eft-Pos
Total		

