

**FAX/Email TO :** General Manager

**FAX NUMBER :** 920 9802  
**Email :** gm@huttkindergartens.org.nz

**FROM :**

**DATE :**

**SUBJECT :** Approval for Expenditure Over \$1000

*You need to  
complete this even  
if the item/s are  
funded by a grant*

Name of Kindergarten	
Contact Person and Phone Number	
Item/s to be Purchased	
Cost - please provide detail if there is more than one item	
Who is the supplier?	
What other quotes do you have?	
Why do you want to make this purchase? (Does it fit with your Annual Plan?)	
Committee Member Approval	
Head Teacher Approval	
General Manager's Response	APPROVED/DECLINED
Comment from General Manager - include any Health and Safety considerations raised by this purchase.	
Signature/Date	



