

POLICY UH 001

Purchase of Equipment by Up Holland u3a for use by Interest Groups.

- Large items of equipment, either in size or cost, may be funded / purchased by Up Holland U3A at the discretion of the Management Committee, if there are sufficient funds available.
- Equipment may be purchased to start or maintain a new Interest Group, at the discretion of the Management Committee, provided the qualification criteria stated below are met.
- Approval of funds for the purchase of equipment must be obtained, by means of an application form to the Management Committee, before the purchase is made.
- All equipment purchased with funds from Up Holland u3a will be used and held securely by the Interest Group, but ownership of the equipment will remain with Up Holland u3a and will be covered by its insurance policy.
- If an Interest Group ceases to function, any equipment purchased by Up Holland u3a may be sold and the funds returned to the appropriate Account.

Funds to Purchase Equipment may be Authorised by Up Holland U3A provided the following criteria are met;

1. There are sufficient members registered with the group to make the purchase viable.
2. The group cannot function without the requested equipment.
3. The requested equipment has not been purchased by another group which would allow sharing of the equipment.
4. Copies of 3 competitive quotations are to accompany the application.
5. The location where the equipment is to be used and stored must be acceptable to the committee.
6. The equipment requested does not fall into the category of either "Personal Equipment" or "Day to Day Consumables"

Details required on an Application Form for approval of funds for purchase of equipment;

- Group Name
- No of members in group
- Description of equipment required
- Cost of equipment (3 Quotes to be attached)
- Where will the equipment be used
- Where will the equipment be stored
- Which other Interest Groups could make use of this equipment
- Applicant's name (Group Leader) & Signature
- Does this request fall within a Priority List of purchases being considered by the committee.
- Approved by Committee (Yes/No)
- Date Approved by Committee
- Authorised by (Committee Chair) & Signature

Reviewed July 2026

Scheduled for review July 2028

Charity Number: 1119682

APPLICATION FORM

Funds to Purchase Equipment for use by Interest Groups

Section A *To be completed by the Interest Group*

Group Name	
Number of members in the Group	
Description of Equipment required	
Reason for purchasing this equipment	
Cost of Equipment (3 Quotes attached)	
Where will equipment be used?	
Where will equipment be stored?	
Which other Interest Groups could make use of this equipment?	
Applicant's Name	
Group Leader's Signature	
Date of Application	

Section B *To be completed by the Management Committee*

Does this request fall within a Priority List of purchases being considered by the Management Committee?	YES / NO
Are there sufficient funds in the Group Accounts to support this application?	YES / NO
Approved by the Executive Committee	YES / NO
Date Approved	
Authorised by (<i>Chair's Name</i>)	
Signature	

Reviewed July 2026

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