## Attachment 5

*Purchases between $5,000 - $20,000 request to CEO form*

Details of proposed purchase

|  |  |
| --- | --- |
| Name of goods or services to be purchased |  |
| Brief description of goods or services to be purchased |  |
| Price of goods or services | **$** |

Preferred supplier details

|  |  |
| --- | --- |
| Name of preferred supplier |  |
| ABN |  |
| Address |  |

Community Asset Committee endorsement

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Community Asset Committee Name |  |
| Signature |  |
| Date |  |

Attachments

|  |  |
| --- | --- |
|  | Attach Community Asset Committee meeting resolution formally requesting Surf Coast Shire CEO to approve this purchase between $5,000 - $20,000 |
|  | Attach three quotes. |

Please return completed form to the Recreation Planning Team via email to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au)