

Buxton & District u3a

How to apply for equipment for a group

The Equipment Register shows items owned by Buxton & District u3a. Any of this equipment may be borrowed for a group by making contact in the first place with the person holding it. If a group needs some equipment to use occasionally, it may be that the best solution would be to hire it. Please investigate hire costs and then speak to the Group Leader Liaison (GLL) person who will help you with this and liaise with the committee. **Please do not simply hire something without going through this process, as the cost may not be refunded by the u3a.**

It may be that purchasing the equipment represents the best value for money, but in order to be fair to all u3a members, the committee has developed a transparent process for applying for new or replacement items. In your interest, it is important to provide as much detail as possible to enable a speedy decision to be made. This is as follows

1. A group identifies a need for equipment
2. The Group Leader liaises with the GLL
3. If appropriate, the Group Leader completes and submits an application form, which is available on the website.
4. The completed form should be sent to the GLL along with the necessary quotes. Up to 3 quotes may be required.
5. The committee decides on the application
6. The GLL informs the group and the treasurer of the decision
7. Equipment is purchased and added to the Equipment Register on the website by informing the Webmaster
8. Appropriate disposal of replaced equipment to be arranged.