

Process for purchase of Sports Equipment 2018/19

1. Complete safeTALK training (5 members of your group who have not previously attended safeTALK).
2. Group to obtain a quote from suppliers (the suppliers must be identifiable on the quotation) for the Equipment to be purchased.
3. Group to send the quote to the CLEAR Project for approval by post or email.
4. CLEAR Project to approve quotation.
5. Group to purchase equipment*.
6. Send an invoice from your group to the CLEAR project for the cost of equipment (up to £300), along with a copy of receipts for the equipment purchased. Only the exact cost will be reimbursed and any costs over £300 must be met by your own group.
7. Payment issued by the CLEAR Project by bank transfer into the Bank Account stated on your Application Form.

*If groups do not have the monies available to purchase the equipment prior to receiving the payment from the CLEAR Project arrangements can be made for the payment to be made in advance