

# NSPA Property Pool Fund

## Under \$5k

**Urgent / Non Urgent** (Please circle)

**Centre:** \_\_\_\_\_

**To be approved at Allocation Meeting (Date)** \_\_\_\_\_

(Please ensure application is received 2 weeks prior to Allocation Mtg)

**Description of work Required** \_\_\_\_\_

**Preferred Supplier & Why** \_\_\_\_\_

Total cost of project	\$ inc	Centres Contribution	
Less \$300	\$ 300.00	\$ 300.00	\$300
Sub Total	\$		
Less 20%	\$	Plus 20%	\$
<b>NSPA Contribution</b>	<b>\$</b>	<b>Total centre cont'n</b>	<b>\$</b>

Please ensure that you obtain and attach 3 quotes for the above work.

**Contact person's name and phone #** \_\_\_\_\_

Asset Convenor to complete

Name of the contractor	
Quoted Price	
Authorised By – Name	

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**Remittance slip** – to be completed by centre and sent to NSPA HQ with Payment  
NSPA, PO Box 300720 Albany, Auckland 0752

<b>Centre Name</b>	
<b>Centre contact</b>	
<b>Description of Work</b>	
<b>Amount of total centres contributions</b>	\$