

## Essential Property Maintenance Package FUNDING RELEASE APPLICATION

Please indicate that you have included all documents and meet requirements.

<b>Name of Proprietor:</b>		
<b>School Name &amp; MoE No:</b>	<b>Project ID number:</b>	
<b>What is the total cost of project (Excl GST)?</b>	<b>Funding available (Excl GST):</b>	
\$	EPMP\$	Other\$
<b>Procurement Process</b>		
What is the procurement threshold? Under \$150,000 <input type="checkbox"/> \$150,000—400,000 <input type="checkbox"/>		
Explain reasons supplier awarded contract: <a href="#">Click or tap here to enter text.</a>		
<b>Documents to be included in application:</b>		
Signed project contract including scope and tender price	Signed by proprietor and contractor	Tick <input checked="" type="checkbox"/>
Site Plan/Block Plan (if required)	Indicate where refurbishment/refit is on site plan	Tick <input type="checkbox"/>

**For applications with multiple quotes please fill out the table below itemising each quote and provide total cost of project.**

Quote reference #	Brief Description	Amount (excl GST)
<b>Total cost of project (excl GST)</b>		\$

<b>Other information required:</b>	
Signed Declaration form (if changed from pre-approval stage)	
Proprietor Bank Account number:	
Proprietor Bank Deposit slip (scanned copy)	
<b>Proprietor's sign off to project completion within 24 month timeframe?</b>	Name:
	Sign:
	Date:

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**FOR OFFICIAL USE ONLY: APPROVAL TO RELEASE FUNDS**

Date:	Notes:	Action:

Documents	Notes:	Y/N
Procurement process meets requirements		
Project within timeframe and funding		
Sign contract with supplier included		
<b>APPROVED TO RELEASE FUNDS</b>	Date: _____ Initial: _____	
Scan and save documents in school file		
Date funds released	Date: _____ Initial: _____	