

Essential Property Maintenance Package FUNDING RELEASE APPLICATION

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

Name of Proprietor:		
School Name & MoE No:	Project ID number:	
What is the total cost of project (Excl GST)?	Funding available (Excl GST):	
\$	EPMP\$	Other\$
Procurement Process		
What is the procurement threshold? Under \$150,000 <input type="checkbox"/> \$150,000—400,000 <input type="checkbox"/>		
Explain reasons supplier awarded contract:		
Documents to be included in application:		Tick ✓
Signed project contract including scope and tender price	Signed by proprietor and contractor	Tick <input 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)
Total cost of project (excl GST)		\$

Other information required:	
Signed Declaration form (if changed from pre-approval stage)	
Proprietor Bank Account number:	
Proprietor Bank Deposit slip (scanned copy)	
Proprietor's sign off to project completion within 24 month timeframe?	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		
APPROVED TO RELEASE FUNDS	Date: Initial:	
Scan and save documents in school file		
Date funds released	Date: Initial:	