A close up of a logo

Description automatically generated **EPSW RESOURCE COMMITTEE – Expenditure Request Form**

Please send all requests to [cepsw.director@flinders.edu.au](mailto:cepsw.director@flinders.edu.au)   
Requests can be submitted at any time during the year. Only one request per form.

This submission does not guarantee funding or support.

All submissions are assessed on a case-by-case basis in line with the goals and limited funds of the College.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref** (office use only) | | | | **21-** |
| **Applicant’s Name** |  | | | |
| Discipline / Unit |  | | | |
| **Total Cost** | **$** (excluding GST) | | | |
| If cost over more than 1 year,  also show per annum breakdown | 2021 $ | 2022 $ | 2023 $ | |
| 2024 $ | 2025 $ | 2026 $ | |

|  |  |
| --- | --- |
| **Description of Request \*** | |
|  | |
| **Mode of payment (Credit Card, Invoice, Personal reimbursement)** | **Account number (If unknown, description to assist with identification of account number)** |
|  |  |

\* Please attach any supporting paperwork

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| **Summary of the Request**  e.g. justification, other avenues pursued, risk of not approving |
|  |

|  |  |
| --- | --- |
| **Office Use Only** | |
| Decision (Approved/Declined) |  |
| Follow Up Actions (if required) |  |
| Delegated to |  |
| Completion Deadline |  |

The EPSW Resource Committee meets weekly to discuss these proposals. Your item will be tabled for the first available meeting following submission and you will receive an update/outcome or request-for-more-information as soon as possible after the meeting.