

Dear Member,

Please be aware of a change to the system under which you receive goods on invoice that will come into full effect **by 1<sup>st</sup> April 2009**.

When you wish to purchase goods on invoice you will now be required to provide some form of evidence to show that you are authorised to purchase goods on behalf of your group.

Please provide one of the following :

- If you have your own internal purchase order system please provide us with a requisition on each visit
- If you purchase under your local Council or Education and Library Board please provide a copy of your requisition
- If you are a small group who do not have a purchase order system, we will accept a letter on headed paper stating the current date and the amount up to which you are able to purchase. This must be signed by the relevant member of your organisation authorised to make purchases.

This measure is to protect our members from fraudulent use of their cards, and to support Play Resource's credit control systems.

From **1<sup>st</sup> April 2009** we will not accept any invoice requests without the necessary paperwork.

Nicola, our Administrator, would be happy to speak to anyone looking for advice on how to set up a requisition system within your organisation. Simply call **028 9035 7546**.

Thanks for your support and understanding in implementing these arrangements.