

**Application for the refund of Payment for approved Equipment under
Circular Letter 0010/2013 during the 2019/2020 School year**

School Name: _____ Roll No: _____ School email : _____

Student Name: _____ PPSN Number: _____

	Item	Make & Model No.	Supplier Name & Address	Cost incl. of VAT €	Are Quotations Available for Inspection?
1.					
2.					
3.					
TOTAL					

Please include with this claim form the following documentation:

1. A copy of the approval letter issued to your school for this equipment.
2. **Original full receipts** received from the company / companies outlining the equipment purchased. Claims for part payment of equipment purchased will not be accepted.

Declaration:

I wish to claim a refund of costs involved in the purchase of approved equipment and I confirm that the approved equipment has been purchased by the school using school funds only and is in use according to the terms and conditions of Circular 0010/ 2013

Signature of Principal / CEO: _____

Date: _____