

COMMUNITY ASSET COMMITTEES

Purchases between \$5,001-\$20,000 request to CEO form

Details of proposed purchase

Name of goods or services to be purchased	
Brief description of goods or services to be purchased	
Price of goods or services	\$

Preferred supplier details

Name of preferred supplier	
ABN	
Address	

Community Asset Committee endorsement

Name	
Position	
Community Asset Committee Name	
Signature	
Date	

Attachments

Extract of Community Asset Committee meeting minutes formally requesting Colac Otway Shire's CEO to approve this purchase between \$5,001 - \$20,000
Attach a minimum of two written quotes

Please return completed form to Council's Governance Officer by email at
CAC@colacotway.vic.gov.au