

EXAMPLE OF A TABLE TEMPLATE - FOR GUIDANCE ONLY

Item(s)	Supplier	Quantity	Cost	Total Cost	Source	Expected date of purchase
Laptop	Dell	1	£0.50	£0.50	www.weblink.example.co.uk (direct link to item)	[When you want to purchase]
keyboard	Argos	2	£5.00	£10.00	www.weblink.example.co.uk (direct link to item)	[When you want to purchase]
filing cabinet	Ikea	3	£1.00	£3.00	www.weblink.example.co.uk (direct link to item)	[When you want to purchase]
sensory mat	Sensory Org	4	£100.00	£400.00	Invoice from supplier / www.weblink.example.co.uk (direct link to item)	[When you want to purchase]
telephone	BT	5	£55.00	£275	Invoice from supplier / www.weblink.example.co.uk (direct link to item)	[When you want to purchase]
Installation	XYZD Electrician	N/A	N/A	£145.00	Invoice from contractor	[Contractor confirms when they will be on site to do the works via email/invoice]

Total Cost £833.50

Appropriate source(s) to submit:

- web link(s)
- quotation(s) - invoice and/or email from supplier/contractor

NOTE: Please ensure all invoices/web links corresponds with each item listed. This will make it clear and easy to follow and therefore, will speed up the process to draw down the grant.