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**Teaching Materials Grant - 2016/17: Round 2**

**Request to Change Approved Materials [FORM C]**

This is a fillable form. Please read carefully and TYPE your responses.

If you are not able to purchase pre-approved items for some reason (e.g. out of stock, sold out etc), please fill out this form and send it to coordinators@jpf.org.au for approval before purchasing. Please note that the purchasing period is 31 October 2016 – 9 February 2017.

Procedure:

1. Fill out this form [FORM C].
2. Fill out “Replacement Items for Purchase” in FORM C (This is what you would like to purchase instead).
3. Submit FORM C to coordinators@jpf.org.au
4. Once your FORM C is approved, you will receive the approval letter.
5. Purchase your approved items accordingly.
6. Fill out your purchased items in “Purchased” in FORM A for submission.
7. Send all required documents for reimbursement (see 4.6 in Application Guidelines).

Note:

* Please write all material names clearly.
* Please make sure the sub total for each change is a similar amount to the originally approved item as the maximum amount you receive will be the originally approved amount.

School Name :

Teacher in Charge of Application:

Signature :

Date :

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| **Pre-Approved item for Purchase (GST Inclusive)** | **Replacement Item for Purchase (GST Inclusive)** |
| **Item** | **Name** | **QTY** | **Unit Cost** | **Item Total**  | **Name** | **QTY** | **Unit Cost** | **Item Total** | **Reason to change** |
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| Shipping Cost |       | Shipping Cost |       |
| **Total Cost** |       | **Total Cost** |       |