

Variety WA – EduKids Grant



Please read the information below carefully to understand the items eligible for purchase.

- Payment will not be processed between Tuesday 20th December to Friday 6th January 2023.
- Variety will process reimbursements each workday (except Monday), please allow Variety 48 hours to process the claims.
- Items purchased before the 19th of December will not be claimable in accordance with the eligibility guidelines.
- Any funds spent over the approved amount (refer to approval email) will be at the cost of the recipient.
- Items purchase outside of the approved list will be at the cost of the recipient.

APPROVED ITEMS LIST

<u>Booklist items</u>	<u>Uniforms:</u>	<u>Other items (non-branded):</u>
Stationery Textbooks Digital textbooks fees (compulsory only)	3 x Shirts 2 x Jumper / Jacket 1 x Blazer 1 x Hat 3 x Summer bottoms* 3 x Winter bottoms* *School branded or non-branded is acceptable.	1 x Bag (cap of \$50) 1 x Water bottle (cap of \$20) Lunch box (cap of \$40)* Shoes (cap of \$100)* *You can purchase more than one item if collectively they do not exceed the capped amount.
Payment options applicable: 1, 2 & 3	Payment options applicable: 2 & 3	Payment options applicable: 3

Technology:

- You may choose preferred option for sourcing equipment (option 1, 2 or 3)
- Each device **MUST** have a protective cover or carry case purchased to ensure longevity
- Variety will pay invoices or reimbursement up to cap amount **ONLY**, any remaining balance is the responsibility of the recipient to fulfil.

Total Supplies (invoicing direct to Variety)

Able to supply below options only:

- ✓ Tablet & Cover (\$600 value)
Samsung Galaxy, Wifi 128GB, MODEL: SM-X200NZAFXSA
- ✓ Laptop & Carry sleeve (\$1,000 value)
Acer EX215, Intel i5, 11th Gen Extensa: Model ACNEX2155450W
- × iPad – unable to be supplied from here

PAYMENT OPTIONS:

Option 1 - VARIETY PREFERRED SUPPLIER (Stationery & Technology only)

Total Supplies (invoicing direct to Variety)

33 Robinson Ave, Belmont

Contact – Kirsty at Kirsty@totalsupplies.com.au

Ph – 9277 6799

Please note – The Total Supplies office will be closed from December 19th to 9th Jan 2023.

You can place orders during this time however please allow adequate time to process order post reopen.

STEPS:

1. Email Kirsty to place order.

Info required in email:

- a. *Approval information (please forward approval details - grant number & child's name)*
- b. *Equipment being ordered*
- c. *Delivery address (cost of delivery is covered by Variety).*
- d. *Orders can be collected if preferred, however this will need to be specified in your order email.*

2. *Orders will be sent to you once fulfilled (or you will be contacted to collect if you have selected this option)*

3. *Total Supplies will invoice Variety for the items.*

Orders must be placed BY 20th JAN 2023 to ensure fulfilment before School return.

Option 2 - SCHOOL & OTHER SUPPLIERS:

If you wish to use the schools affiliated supplier (or other) you are welcome to do so. Some suppliers may be able to offer an invoice to Variety WA for the items, however this will need to be requested and managed by the recipient.

Tax Invoice MUST be made out to:

Variety WA Inc

Email: finance@varietywa.org.au

Grant number:

Recipient name:

- Please take a copy of your approval documentation
 - Supplier must have their trading name, ABN and physical address listed on the invoice.
 - Invoices must be itemised.
 - If you have multiple recipients, please ensure each child's order and amount is clear.
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Option 3 - PURCHASE YOURSELF:

If you choose to purchase the items personally, you can seek reimbursement from Variety. This is typically the quickest and easiest option.

- Electronic reimbursement claim form MUST be completed when lodging the claim and receipts attached (clear and readable screen shots or pictures are fine).
 - ONE claim is preferred, please refer to email for link to reimbursement form.
 - If you have multiple recipients, please ensure each child's items and amounts are clear at the time of claim
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