**Market Singapore Equipment Pre-Purchase Agreement Form for NMTSS Local/UBP Coordinators**

As a Market Singapore NMTSS Unfranchise® Local Coordinator or UBP Coordinator and Independent UnFranchise Owner; I have agreed to abide by the policies in the MA Career Manual, as well as the Local and UBP Coordinator Agreements and the Speakers Bureau Agreement.

I understand that any equipment purchased with funds in the Local Seminar account or UBP Account must be **pre-approved** by the Country Manager, and becomes property of the NMTSS Meeting System. If the position of Local Coordinator or UBP Coordinator changes, for any reason, all equipment will be turned over to the new Coordinator within two weeks. **Any data, information, systems, and software contained on such equipment, no matter the author, are proprietary information and/or property of the NMTSS Meeting System and must be retained in its original form upon transfer.** This form should be submitted for approval for all potential purchases of S$125 or more.

Requesting purchase approval for the following:

1. Projector
	1. Brand, Model and number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Date to be purchased\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Purchase price $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Laptop Computer
3. Brand, Model and number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Date to be purchased\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. Purchase price $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Screen
	1. Brand, size\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Purchase price $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Other
	1. Description and Purchase price $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** **Please get approval signatures from your Local Coordinator and Country Manager first, and then attach copy of all receipts along with the approved Equipment Form to Sales@MarketSingapore.com.sg** **.**

**If the equipment listed above is not purchased within 1 month following the Country Manager’s approval, the pre-purchase agreement will be considered invalid and the Coordinator must submit a new request.**

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Applicant Signature Print Name Date

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Applicant’s UnFranchise ID Applicant’s NMTSS Position Meeting Area (Country)

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Local Coordinator Signature Print Name Date

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Country Manager Signature Print Name Date