



YHARS: ACKNOWLEDGEMENT OF RECEIPT OF GOODS/SERVICES

Client Name: _____ Date Purchased: _____

Purchased From: _____

Description of Items: _____

PAYMENT METHOD Credit Card Coles Card Account

Total Value (GST Exclusive): \$ _____

BROKERAGE Support Service After Care

YHARS YOUTH MENTOR SIGNATURE

Signature: _____ Date: _____

I acknowledge delivery and receipt of the items described above and confirm that I have not accessed funding from other agencies for similar purchases.

Client Signature: _____ Case Worker Signature: _____

Failure to return this signed form to CTC within one week of receiving goods will result in future brokerage expenditure being withheld.

EXAMPLES OF BROKERAGE PURCHASES

Utilities	Gas, Electricity – set up fees, excess water, phone bills
Food	Includes food only cards
Essential documents	18+ card, birth certificate, passport, ATM card
Employment	Licenses, tickets, resume, PPE, uniforms, tools, blue card/white card
Driving skills	Licenses, driving lessons, handbook
Rent	Housing, rent arrears
White goods	Fridge, washing machine, microwave, Kmart starter pack, vacuum cleaner, iron, mop & bucket, broom, dustpan, curtains, towels, sheets, doona, pillows, television, mats, toilet brush, washing basket, clothes line airier, plates, cutlery, toaster, kettle, fry pan
Specialist services	Doctors, dentists, counsellors, psychologist, dentists, solicitor, family mediation, speech therapy, occupational therapy, hairdresser etc.
Occasional childcare	For clients with children
Removal costs	Trailer hire
Bond	Rental guarantee for housing
Medication/hygiene consumables	Prescription medications, hygiene packs, personal care items
Education/training	Course fees eg. TAFE, text books, laptop, graduation certificate expenses
Life Skills training	Cooking classes / financial skills training etc.
Travel	Fares: bus, taxi, train, flights, bikes – safety equipment
Essential communication	Mobile phone, credit, internet charges
Personal development	Group work, excursions, photography, anger management, self-esteem courses
Assessments	Needs Assessment and case management (for After Care clients)
Other	Please specify