

HOW DO I AVAIL OF THIS SCHEME?

- Officers wishing to participate in the scheme will consult the list to ascertain their preferred supplier. Please click on the document entitled **Bicycle Suppliers** in the Supplier Contact Details box.
- Under the scheme, officers must purchase all of the items they require at one time from one supplier
- The officer must complete an application form outlining the items to be purchased, in conjunction with the supplier
- The supplier must attach the detailed invoice to the application form
- The supplier must accept that payment from the Department/Office will be by **Electronic Funds Transfer (EFT)** only, and have means to facilitate EFT
- When the Salary Sacrifice arrangements have been put in place and payment has been received by the supplier, the bicycle/bicycle safety equipment may be collected from the supplier by the officer.
- Bicycles and bicycle safety equipment can be purchased using a voucher through certain schemes. The process as outlined above remains the same, however the officer will be issued with a voucher to redeem the bicycle/bicycle safety equipment. Suppliers participating in such schemes are indicated in the Voucher Scheme column in the Supplier List.