

PURCHASE REQUEST FOR FINAL YEAR PROJECT (FOR FMC APPROVAL)

Name of Student : _____	Programme : _____	FYP Ref No: _____
Student ID : _____	Contact Number : _____	<i>To be filled by LPC only</i>
IC Number : _____	Email : _____	
FYP Supervisor : _____	FYP Title : _____	

Purchase Request for Final Year Project for Items RM100 and Below

No.	Receipt Number	Supplier (Full Name)	Purchased Item Name as per Receipt <i>(enlarge the cell if not enough space)</i> <i>("Alt + Enter" for new paragraph)</i>	Qty	Cost as Per Receipt <i>(copy everything stated accordingly in receipt)</i>			
					(a) RM (Total exc GST)	(b) GST 6%	(c) Rounding <i>(if Any)</i>	(a) + (b) + (c) RM Total inc GST
1	A342234	ABC Sdn Bhd	1. Cement Tasek 2. Agregate	2 4	76.00	4.56	(0.01)	80.55
2	B841689	DEF Supply Sdn Bhd	1. Arcylic Plate 6.0cm x 20cm 2. Aluminium plate 1mm x 100mm x 200mm 3. PVC seal foam	2 4 2	88.00	5.28	0.02	93.30
3	A6465655	ABC Electronics Sdn Bhd	1. Temperature Sensor DS18B20	5	90.00	5.40	-	95.40
4	M84662	Merck Sdn Bhd	1. Sodium Hydroxide (500g)	2	80.00	4.80	-	84.80
Total (A)					334.00	20.04	0.01	354.05

Purchase Request for Final Year Project for Items Above RM100 (If Any)

No.	Receipt Number and Purchased Item Name as per Receipt <i>(enlarge the cell if not enough space)</i>	Supplier Full name (MUST and Min : 3 quotes)	Quoted Price by RM <i>(Exc GST)</i>	Recommended Supplier	Qty	Cost as Per Receipt <i>(copy everything stated accordingly in receipt)</i>			
						(a) RM (Total exc GST)	(b) GST 6%	(c) Rounding <i>(if Any)</i>	(a) + (b) + (c) RM Total inc GST
1	G-642685 1. Sika	AYJ Sdn Bhd XYZ Sdn Bhd OUJ Sdn Bhd	120.00 154.00 135.00	AYJ Sdn Bhd	1	120.00	7.20	-	127.20
Total (B)						120.00	7.20	-	127.20
Grand Total (A+B)						454.00	27.24	0.01	481.25

****Be Noted That FYP Payment will be deposited into Your Bank Account as Maintained in your Student Portal.**

Requested by Student	Date
Name:	

Supported by FYP Supervisor	Date
Name:	

Approved by Academic HOD	Date
Name:	

Lee Kong Chian Faculty of Engineering and Science, Universiti Tunku Abdul Rahman			
Form Title : FYP ITEMS RETURN FORM			
Form Number : FM-LKCFES-FPC-002	Rev No: 3	Effective Date : 01/06/2016	Page No : 1 of 2

FYP ITEMS RETURN FORM

Name of Student	:		Programme	:	
Student ID	:		Contact Number	:	0
IC Number	:		Email	:	
FYP Supervisor	:		FYP Title	:	

Purchase Request for Final Year Project for Items RM100 and Below

No.	Items	Qty	(a) RM (Total exc GST)	Category <i>(To be filled by Lab Staff) (Consumable, Tools, etc.)</i>	Remark <i>(To be filled by Lab Staff / FYP Supervisor) (Received, Consumed, retain for next FYP, Prototype, etc)</i>
1	1. Cement Tasek 2. Agregate	2 4	76.00		
2	1. Arcylic Plate 6.0cm x 20cm 2. Aluminium plate 1mm x 100mm x 200mm 3. PVC seal foam	2 4 2	88.00		
3	1. Temperature Sensor DS18B20	5	90.00		
4	1. Sodium Hydroxide (500g)	2	80.00		
Total (A)			334.00		

Purchase Request for Final Year Project for Items Above RM100 (If Any)

No.	Items	Qty	(a) RM (Total exc GST)	Category <i>(To be filled by Lab Staff) (Consumable, Tools, etc.)</i>	Remark <i>(To be filled by Lab Staff / FYP Supervisor) (Received, Consumed, retain for next FYP, Prototype, etc)</i>
1	G-642685 1. Sika	1	120.00		
Total (B)			120.00		
Grand Total (A+B)			454.00		

Returned by Student	Date
Name:	

Received by Lab Staff	Date
Name:	