Swinburne University of Technology –Faculty of Engineering & Industrial Sciences

END OF YEAR PROJECT: PURCHASE REQUEST LIST

Subject Code……. Subject Name……
Subject Convenor…….
Student ID…….Student NAME……
Student ID…….Student NAME……
Student ID…….Student NAME……
Student ID…….Student NAME……
Student ID…….Student NAME……

Project Title:……
Project Budget $.....
Project Supervisor:……

Parts Required for Project Completion

1. …….
2. …….
3. ……..
4. ……
5. …….
6. ……
7. ……..
8. …….
9. ……..
10. ……..
11. …….
12. ……..

The above part list has been verified and authorised by the project supervisor / course convenor.
The following parts will be supplied by Workshop (item #)……
……..
……..
……..

The following parts will be purchased by student (item #)……..
……..
……..
……..

AUTHORISED
Subject Convenor /Project Supervisor
Name:……
Signature……..
Date:……

Workshop
Nominated Staff (Print name)
Items Workshop can provide
Items Workshop cannot provide
Date:……..
Signature:……

OFFICE USE ONLY
Account no: