**A. Project Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Student Organisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Name of Project/Purchase:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. Purchase Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Reason for Purchase** | **Cost (S$)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Cost (S$)** | | |  |

**E. Prepared By:**

|  |  |  |
| --- | --- | --- |
|  | |  |
| Signature | |  |
| Name: |  |  |
| Student ID: |  |  |
| Designation: |  |  |
| Date: | *Note: approval must be sought before purchasing* |  |

**F. Approved By:**

*Note: Approval to be sought from Treasurer. If Treasurer is the claimant, approval should be sought from the President.*

**Fund:** OSL Seed Fund/ Income/ Donation \* *please indicate*

**Balance in the above fund as at date of signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | |  |
| Signature | |  |
| Name: |  |  |
| Student ID: |  |  |
| Designation: |  |  |
| Date: | *Note: approval must be sought before purchasing* |  |