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## James Dyson Foundation Undergraduate Bursary - Job Number

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**R.L. Roebuck** <rlr20@cam.ac.uk>

Sun, Dec 16, 2018 at 10:47 PM

Reply-To: rlr20@cam.ac.uk

To: "P.M. Salmony" <pms67@cam.ac.uk>, Fulvio Forni <ff286@cam.ac.uk>

Dear Philip and Fulvio,

Many thanks for returning your signed paperwork to us for the James Dyson Foundation Bursary.

We have now set up a job number for you:

9801 "JDF BURSARY P SALMONY/ F FORNI"

...with 700 pounds in it.

As per the signed agreement, you have till 1 August to spend this money (i.e. your spending will likely stop at the end of your project in May/June, though there is allowance for the internal finance system to catch up with itself).

Unfortunately the Department's purchasing system is not accessible by undergraduates, so supervisors will need to enter orders and approve them, or alternatively those at the Dyson Centre desk (or any technician or graduate/postgraduate within the department) can enter orders for you, for approval.

If helpful - many of our purchases are from

[rswww.com](http://rswww.com) (parts in 1 working day)

[www.farnell.com](http://www.farnell.com) (parts in 1 working day)

[www.rapidonline.com](http://www.rapidonline.com)

[www.mackay.co.uk](http://www.mackay.co.uk)

[www.machinemart.co.uk](http://www.machinemart.co.uk)

[www.digikey.co.uk](http://www.digikey.co.uk)

[www.arco.co.uk](http://www.arco.co.uk)

though there are many other companies on the purchase order system - please ask if you need help finding a supplier.

For purchases from companies not on the system, whilst you can purchase on your own credit card and claim this amount back from the job number it is vital that permission to do this be obtained in advance from Anne Waldock (amw91) - the Department is under strict instructions from its auditors to (1) NOT reimburse anyone where advance permission has not been obtained (2) to try to suggest suppliers on the system rather than to give such permissions and (3) to use a Departmental credit card where possible, rather than allow individuals to make purchases...this third option can be time consuming however!

Let me know if I can help at all.

All the best,

Rich.  
Dr Richard Roebuck  
Dyson Centre for Engineering Design

