

Purchase Order Request Form for Final Year Projects

Date:

Delivery Instructions:

Team no

Supervisor/Sponsor approval

Description	Quantity	Unit Cost	Total	Activity	Posting	Analysis	Project
Total of order							

There are **5 Activity Centres** distinguishing research and consulting from other activities.

Posting references serve the same purpose as in the old system, but the codes are different.

The Analysis Codes are unique to Mechanical Engineering. They allow us to separate transactions by laboratory or academic staff member. If you are an academic staff member purchasing items/services for a laboratory, use the laboratory analysis code.

Project Normally the person responsible for a project code will know when it should be used.