

## **Email to Area Lead for Approval**

<b>Name of Students:</b>	
<b>Student Contact Emails:</b>	
<b>Supervisors:</b>	Prof
<b>Co-Supervisors / Industry Mentors (if any):</b>	
<b>Laboratory name and location:</b>	Software Engineering Laboratory
<b>Lab Staff:</b>	Annie Tay
<b>Project Name and ID:</b>	DIP / E016 / xxxx
<b>Project Type:</b>	<input type="checkbox"/> Research & Development <input type="checkbox"/> Capstone / Final Year Project

	<input type="checkbox"/> Independent Study <input type="checkbox"/> Industry Collaboration
<b>Short Description:</b>	
<b>Items to purchase:</b>	
<b>Vendor / Supplier Details (if known):</b>	
<b>Delivery Location:</b>	
<b>Justification:</b>	
<b>Procurement Method:</b>	<input type="checkbox"/> E-Procurement Portal <input type="checkbox"/> Petty Cash <input type="checkbox"/> Departmental Purchase

<b>Funding Source / Budget Code (if known):</b> <i>Eg., DIP Gran, School Fund, Research Grant</i>	
<b>Estimate Cost:</b>	\$XXX (not including GST)