



## School of Engineering

### Final Year Project Pre-purchasing Approval and Claim Form

<b>Student Number:</b>	c3268577		
<b>Student Name:</b>	Rupom Saha		
<b>Supervisor:</b>	Warren Reily		
<b>Course Code:</b>	ENGG4801B/MECH4841B	<b>Sem/Year</b>	1/24
<ul style="list-style-type: none"> <li>Reimbursement <b><u>MUST NOT</u></b> exceed \$300 and purchases <b><u>MUST NOT</u></b> proceed without Supervisor and Head of Discipline (HoD) approval.</li> </ul>			
<b><u>ITEMISED SUMMARY</u></b>			
<b>Purchase Date</b>	<b>Purchase Description</b>	<b>Invoice Amount</b>	<b>Invoice Item No.</b>
	Thermal Imaging Camera	109.95	1
	Camera Module	7.35	2
	8 Micro Servos	47.60	3
	STM32F446RE	57.70	4
			5
			6
			7
			8
			9
			10
			11
			12
	<b>TOTAL</b>	222.60	
	<b>Supervisor Signature</b>		
	<b>HoD signature</b>		

**Complete your Reimbursement Form here:** [Expense Reimbursement Form](#)

- ☐ Upload invoices/receipts. Ensure they show the items, company and GST.
- ☐ Claim your total expenses as Claim Type "Other."
- ☐ Claim all items collectively purchased from Australian companies in one row.
- ☐ Claim all items collectively purchased from International companies in one row (don't convert to AUD).
- ☐ Select your Head of Discipline as your University Contact.
- ☐ Please submit your reimbursement before 1st November.
- ☐ Equipment items are School property and must be returned to your supervisor upon completion.